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Position Description

Waste Education Casual (Bin Tagger)

Position Details

**Position Title** Waste Education Casual (Bin Tagger)

**Classification** EMRC Remuneration Band - Level 4

**Position Number** A0149A

**Basis of Employment** Casual

**Team Name** Sustainability – Waste Education Team

Position Objectives

* Assists with the implementation of a bin auditing and tagging program as part of the introduction of a new collection system.
* Provides feedback to members of the community and responds to residents’ concerns.
* Promote a positive image of the Regional Council and its services with the community.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

* Conduct visual audits and inspections of residents’ bins at the kerbside, as part of the implementation of a new kerbside collection system.
* Provide feedback to residents about their performance through provision of bin tags and direct contact.
* Engage with residents who wish to gain further understanding of the collection system and bin auditing program.
* Record findings of bin audits for later analysis.
* Provide support to activities undertaken by the communications team as required.

Occupational Safety and Health (OS&H) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Occupational Safety and Health.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Position Requirements

Competencies

* Developed oral and written communication skills.
* Empathy with resource recovery and climate change and issues.
* Capable of working within time constraints and to achieve goals and objectives.
* Ability to work in a busy team environment.
* Moderate level of physical fitness.
* Customer service and public relations skills.
* Effective conflict resolution and negotiation skills.
* Well-presented and professional demeanour.
* Demonstrated organisational and time management skills.
* Knowledge of safe work procedures and OSH training relevant to work activities and work area.

Experience

* Experience in the delivery of community and/or industry education, training and behavioural change programs.
* Experience in direct face to face communications with the community and/or industry groups.

Qualifications

* Completed or working to complete a Sustainability/Education/Training qualification OR similar TAFE studies or experience in a similar position.
* Hold a current ‘C” Class Western Australian Motor Vehicle Driver’s License.

Organisational Relationships

**Responsible to** A0145A – Coordinator Waste Education

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** Member Council Employees

Members of the General Public

Schools, Educational Institutions and Research Organisations

Environmental Community, Not For Profit and Industry Groups

Relevant State and Federal Government Departments and Agencies

Professional Associations and Communities of Practice

Suppliers, Contractors and Consultants

Extent of Authority

* This position operates under the limited supervision of the Chief Sustainability Officer and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

* Completed or working to complete a Sustainability/Education/Training qualification OR similar TAFE studies or experience in a similar position.
* Experience in the delivery of community and/or industry education, training and behavioural change programs.
* Experience in direct face to face communications with the community and/or industry groups.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).

**Desirable**

* Knowledge of Local and State Government structures, practices and procedures.
* Experience in the delivery of waste education.
* Experience in waste auditing.
* Experience working with government, local government, community groups and academic institutions through community education programs.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** November 2020

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources