

Position Description

Team Leader Beverage Container Refund Point

Position Details

Position Title	Team Leader Beverage Container Refund Point
Classification	EMRC Remuneration Classification Level 5
Position Number	A0163A
Basis of Employment	Full Time / Part Time
Team Name	Operations - Mundaring Community Recycling Centre

Position Objectives

- To co-ordinate and oversee the day to day running of the Beverage Container Refund Point at the Mundaring Community Recycling Centre, and process customer refunds via the Containers for Change IT platform.

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.

Position Requirements

Competencies

- Effective communication and interpersonal skills
- Demonstrated ability to work within a busy team environment
- Basic IT skills

Experience

- Experience in operating a forklift
- Experience in rostering of staff

Qualifications

- Current National Accredited Forklift licence
- Senior First Aid Certificate

Key Duties / Responsibilities

Position Responsibilities

- Open and securely close the Refund Point site
- Co-ordinate and allocate daily activities and resources
- Co-ordinate employees to effectively deliver the service
- Oversee Refund Point operation including the processing of customer refunds
- Adapt operations when required to manage traffic congestion and maintain quick throughput of customers
- Empty bins with rotating forks
- Manage interactions with the Containers for Change software platform including the generation of logistics manifests, recording of customer refunds and beverage container material types
- Ensure the Refund Point building and surrounds is kept clean and tidy
- Litter control within the Battery Limit
- Carry out Refund Point Site Safety Inductions
- Arrange for collection of bins with logistics operators

Occupational Safety and Health (OS&H) Responsibilities

- Ensure compliance with all statutory requirements.
- Ensure, as far as practicable, workers (including contractors and volunteers), service providers, customers and visitors are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
- Ensure that recommendations to improve safety and health management are acted upon.
- Ensure that all appointed contractors meet the EMRC's OSH criteria prior to, and during, contractual engagement and undertaking work for the EMRC.
- Conduct safety related toolbox and team meetings at regular and agreed intervals.
- Ensure that workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to procedures, premises, plant and equipment which may impact on safety and health.

- Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
- Ensure planned workplace inspections are undertaken and documents in accordance with established inspection programme and legislative requirements.
- Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of the Controls implemented.
- Ensure that workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

Organisational Responsibilities

- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents
- Actively seek and report on methods of improving systems of work to ensure continuous improvement
- Respond to organisational initiatives and assist in the development of the EMRC as directed
- Represent the EMRC in a responsible and professional manner at all times
- Comply with the policies and procedures of the organisation at all times
- Properly organise and manage working time to ensure efficient productivity
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base

Organisational Relationships

Responsible to	Manager Resource Recovery	
Supervision of	Leading Hand Beverage Container Refund Point Container Refund Point Attendant/s	
Internal and External Liaison	Internal	All EMRC Management and Employees
	External	General Public Shire of Mundaring Officers Contractors and Suppliers Private and Non-Government Organisations

Extent of Authority

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

Selection Criteria

Essential

- Effective communication and interpersonal skills.
- Previous experience in site and staff supervision
- Demonstrated ability to work within a busy team environment.
- Sound understanding of OH&S principles as they relate to a workplace.
- Forklift licence
- Current National Police Clearance (no older than 3 months)

Desirable

- Knowledge of/Experience in Container Deposit Schemes and/or waste transfer station operations
- Experience in working with a diverse workforce including people with special needs
- Senior First Aid certificate

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.

Name of Employee _____

Signature of Employee _____

Date _____

Date Last Reviewed	September 2020
Reviewed	Manager Human Resources
Updated	Human Resources Administration Officer
Approved	Chief Operating Officer