

Position Description

Waste Education Officer

Position Details

Position Title	Waste Education Officer
Classification	EMRC Remuneration Band - Level 7
Position Number	A0007A
Basis of Employment	Full Time
Team Name	Sustainability Team - Waste Education

Position Objectives

- Develop, implement, coordinate and review resource recovery community awareness and education projects in line with the organisation's strategic plan.

Within Team

- Assist in the timely achievement of operating goals and objectives by:
- Assist with general Waste Education activities as required.
- Ensure all waste education material and communications have a consistently professional image and message.
- Work with key stakeholders to deliver waste education to the community on sustainable waste management practices.
- Assist in the implementation of approved waste education activities to member council residents in conjunction with the rollout of Food & Garden Organics services (FOGO).
- Provide assistance to member council employees investigating and responding to customer enquiries and concerns relating to the FOGO collection services, as well as resource recovery and other waste services, in a timely, effective and efficient manner.
- Assist with bin auditing and tagging programs as part of the introduction of the FOGO system, and ongoing.
- Promote a positive image of the EMRC and its member Councils with the residents and relevant stakeholders.
- Assist in the production of waste guides and the preparation of other waste information and collateral.
- Assist with the delivery of waste education services, including Earth Carers.

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

Waste Education Responsibilities

- Maintain accurate and up-to-date information on the R-Gang website.
- Coordinate bookings and promotions.
- Liaise with and provide support to member Councils regarding waste education and community awareness programs and activities.
- Assist with the development, coordination and promotion of regional waste education communications and marketing.
- Establish and maintain relationships with schools, tertiary institutions and community groups in the Eastern Region.
- Develop, implement, monitor and evaluate approved waste education materials, programs and activities across the EMRC region, ensuring a consistent message and professional image on behalf of member Councils and external clients, including community engagement.
- Provide relevant advice and support to member Councils, external clients, community groups and members of the general public when required.
- Assist with the provision of evening and weekend learning programs for the local community that focus on waste environmental issues, including the Earth Carers program.
- Undertake data entry, analysis and compilation of reports.
- Source grants funding to support waste education initiatives.
- Receive and respond to telephone and email enquiries.
- Meet with member council employees and residents to provide feedback and education on correct waste disposal and recycling methods.
- Assist in the development of appropriate strategies for resource recovery and waste education programs.
- Conduct visual audits and inspections of residents' bins at the kerbside, as part of the implementation of new kerbside collection systems and provide feedback to residents about their performance through provision of bin tags and direct contact.
- Assist with the preparation of reports and briefings as required.
- Assist in the preparation of member Council's Waste Guides.
- Facilitate collaborative partnerships to support member councils and their communities in addressing issues related to waste management.
- Deliver, contribute to or attend relevant events and workshops, as required.
- Work off-site as required, under the direction of the Waste Education Coordinator.

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.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements
- 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.

Position Requirements

Competencies

- A genuine desire to deliver waste and environmental education programmes and activities across the region.
- Knowledge of school-focused waste education programs.
- Knowledge of resource recovery and circular economy principles and activities.
- Knowledge of sustainability principles and practices.
- Knowledge of community consultation practices.
- Excellent presentation and public speaking skills to a variety of stakeholders.
- Sound verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
- Well-developed written communication skills with the ability to pay high attention to detail.
- Ability to undertake research and high level skills.
- The ability to work in a team environment with minimal supervision.
- Proficiency with Microsoft Office software applications including Word, Excel, PowerPoint, Outlook and Publisher.
- An understanding of the issues and interests of the general community with regards to resource recovery and waste management (desirable).
- Knowledge of Local Government operations and procedures (desirable).
- A can do attitude and willingness to learn on the job.

Experience

- Experience in the delivery of waste education/waste management programmes.
- Experience in prepare resource recovery and waste education materials.
- Experience working with government, local government, community groups, and academic institutions through seminars, workshops and activities (desirable).
- Experience in presenting to schools and community groups on waste education matters.
- Experience with the coordination of consultants and contractors (desirable).

Qualifications

- Current and valid WA "C" Class Driver's Licence (or equivalent).
- Current Senior First Aid Certificate (or intention to obtain one).
- Current Working with Children Check (or intention to obtain one).
- Relevant tertiary qualification in the area of Education, Sustainable Development, or Environmental Science (desirable).

Organisational Relationships

Responsible to A0145A

Supervision of Not Applicable

Internal and External Liaison

Internal	All EMRC Management and Employees
External	Member Council Councillors, Management and Employee Community Groups Schools and Tertiary Institutions Relevant Commonwealth, State Government and Local Government Agencies

Extent of Authority

- This position operates under the limited supervision of the Waste Education Coordinator and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

- Tertiary qualification in the areas of education, sustainable development, environmental science or equivalent (or at least 5 years experience).
- Experience in the delivery of waste education/waste management or behavioural change programmes.
- Excellent presentation and public speaking skills to a variety of stakeholders.
- Ability to work outside of normal business hours.
- Highly developed oral, written and electronic communication skills.
- Understanding of resource recovery, waste management, climate change, sustainability and circular economy principles and issues.
- Capable of working within budget, time constraints and adhering to corporate goals and objectives.
- Ability to work independently and in a busy team environment.

- Strong verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
- Well-developed written communication skills with the ability to pay high attention to detail.
- Highly developed customer service and public relations skills.
- Effective conflict resolution and negotiation skills.
- Well-presented and professional demeanour.
- Demonstrated organisational and time management skills, and the ability to manage competing priorities.
- Proficiency with Microsoft Office software applications including Word, Excel, Powerpoint and Outlook.
- Knowledge of safe work procedures and OSH training relevant to work activities and work area.
- Experience in direct communications with the community.
- Current and valid WA “C” Class Driver’s License (or equivalent).
- Current Senior First Aid Certificate (or intention to obtain one).
- Current Working with Children Check.

Desirable

- Waste auditing.
- Experience working with government, local government, community groups and academic institutions through seminars, workshops, activities and events.
- Experience in preparing grant funding applications.
- Knowledge and understanding of the waste industry and current resource recovery issues.

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 October 2020
Reviewed Manager Human Resources & Chief Sustainability Officer
Updated Manager Human Resources & Chief Sustainability Officer
Approved Manager Human Resources