

Position Description

Coordinator Waste Education

Position Details

Position Title	Coordinator Waste Education
Classification	EMRC Remuneration Band - Level 9
Position Number	A0145A
Basis of Employment	Full Time
Team Name	Sustainability Team – Waste Education

Position Objectives

- Develop, guide, implement, coordinate, and review resource recovery and waste management community awareness, engagement, and education projects.
- Directly oversee the work carried out by the Waste Education Officers.
- Develop, implement and review resource recovery waste education strategies in line with the EMRC's Strategic Plan and Corporate Business Plan.
- Undertake research and formulate submissions on resource recovery and waste management education at a federal, state and/or local government level.
- Coordinate and support the activities of the Waste Management Community Reference Group (WMCRG) and the Regional Waste Education Steering Group (RWESG).

Within Team

- To achieve improved resource recovery and waste management -performance and outcomes, consistent with the objectives of the organisation.
- To manage the daily tasks of the waste education team and provide direction.

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

- Develop, implement, and regularly review EMRC's resource recovery education strategies and plans.
- Develop waste education programmes aligned with resource recovery strategies and emerging trends.
- Develop and conduct waste education outreach programmes for targeted community groups.
- Develop and coordinate the Earth Carers waste education volunteer programme.
- Develop, coordinate, and promote regional waste education communication and marketing initiatives in conjunction with member Councils.
- Liaise with and provide support to member Councils regarding resource recovery waste education and community awareness programs.
- Coordinate meetings of the Regional Waste Education Steering Group and prepare agendas and minutes.
- Coordinate member Council input to the annual Waste & Recycling Guide, and manage the procurement and delivery of the Guide to member Councils.
- Manage the content of the R-Gang website.
- Respond to community enquiries on waste education and recycling and coordinate information on Household Hazardous Waste disposal days.
- Manage the implementation of the waste education program and activities for the Red Hill Education Centre including the facilitation of school group and community activities including tours.
- Manage and promote the School Dry Cell Battery Collection programme and the Fluorescent Light Recycling programme.
- Establish and maintain links between schools, tertiary institutions, and community groups in Perth's Eastern Region.
- Develop partnerships, collaborations and networks with waste education bodies, regional councils, state government environmental educators, sustainability organisations and research institutions to provide input into waste education programmes, resources, research and initiatives.
- Coordinate community research and evaluation of stakeholder knowledge, attitude, and perceptions of waste management and utilise the results in the review and planning for future waste education strategies.
- Prepare funding submissions and manage and acquit grant funded waste education programmes.
- Prepare reports for Council and attend Council, Committee, and other meetings when required.
- Supervise the Waste Education team including performance management and identification of training and development needs.
- Undertake research and identify emerging trends, opportunities and innovation in resource recovery education.

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 City's OSH criteria prior to, and during, contractual engagement and undertaking work for the City.
- 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 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 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

- Ability to identify and explore new opportunities related to resource recovery education.
- Excellent time management and prioritisation skills with the ability to meet deadlines and work under pressure and maintain consistent level of professionalism.
- Excellent analytical, research and report writing skills, including the ability to develop resource recovery education strategies and plans.
- Excellent written and verbal communicator, with great people skills and a professional and courteous manner.
- Effective negotiation and conflict resolution skills.
- Excellent resource recovery educational and community consultation skills.
- Ability to undertake effective liaison with member Council communication and marketing teams.
- Ability to facilitate and conduct effective workshops and meetings.
- Excellent prioritisation skills, dealing with competing demands and multiple resource recovery education initiatives with minimal supervision.
- Experienced and proficient in data management and the use of Microsoft products, including Word, Excel, PowerPoint, Publisher and Outlook.
- Ability to identify and apply innovative resource recovery concepts and track actions to achieve state waste targets.
- Ability to lead, mentor, supervise and motivate employees and lead by example.
- Sound knowledge and understanding of resource recovery and environmental issues particularly of interest to the wider community.
- Knowledge of current curriculum trends and how to develop school-focused waste education programs (desirable).
- Previous experience relating to marketing and communication initiatives.

Experience

- Experience in leadership and management of employees;
- Experience in school-based or community environmental education programmes.
- Experience working with Federal, State and Local government, community and school groups, and other stakeholders in the region and beyond.
- Experience in delivering professional presentations and facilitating workshops and meetings.
- Experience with project planning and management, including the coordination and management of consultants and contractors.
- Experience with policy reviews, research, analysis and writing reports, grants and documents to a professional standard.

Qualifications

- Formal qualifications in Education, Sustainability, Environment or related discipline or extensive experience gained through performing a similar role.
- Current and valid WA "C" Class Driver's Licence (or equivalent).
- Current Senior First Aid Certificate.
- Current Working with Children Check.

Organisational Relationships

Responsible to A0071A – Chief Sustainability Officer

Supervision of
A0006A – Waste Education Officer
A0007A – Waste Education Officer
A0134A – Waste Education Officer
A0136A – Waste Education Officer (Graduate)
A0141A – Waste Education Officer (FOGO)
A0004A – Casual Battery Collection Officer

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

- Formal qualification in Education, Sustainability, Environment or related discipline or extensive experience gained through performing a similar role.
- A sound knowledge of resource recovery, waste management and environmental issues.
- Experience working with Federal, State and Local Government, community and school groups, and other stakeholders.
- Excellent analytical, research and report writing skills, including the ability to develop resource recovery education strategies and plans.
- Excellent time management and prioritisation skills with the ability to meet deadlines and work under pressure and maintain consistent level of professionalism.
- Excellent written and verbal communicator, with great people skills and a professional and courteous manner.
- Experienced and proficient in data management and the use of Microsoft products, including Word, Excel, PowerPoint, Publisher and Outlook
- Current and valid WA "C" Class Driver's Licence (or equivalent).
- Current Senior First Aid Certificate.
- Current Working with Children Check.

Desirable

- Experience in school-based and/or community waste and/or environmental education programmes.
- Knowledge of current curriculum trends and how to develop school-focused resource recovery education programs.
- Experience with preparing funding submissions/grant applications.
- Experience in coordinating meetings, including the preparation of agendas and minutes.
- Knowledge of Local Government operations, procedures and software platforms.

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	July 2020
Reviewed	Manager Human Resources
Updated	Manager Human Resources
Approved	Manager Human Resources