A screenshot of a cell phone

Description automatically generated

Position Description

Sustainability & Waste Education Officer

Position Details

**Position Title** Sustainability & Waste Education Officer (part time)

**Classification** EMRC Remuneration Band - Level 7

**Position Number** A0192A / A0136A

**Basis of Employment** Part Time

**Team Name** Sustainability – Urban Environment Team / Waste Education Team

Position Objectives

* To support the Sustainability Team which encompasses Urban Environment to deliver on the EMRC’s goals, objectives and targets as outlined in the Strategic Plan and Sustainability Strategy.
* To assist with the development and implementation of a range of environmental and sustainability initiatives, services or advice, as required, supporting member Councils, clients and other organisations to achieve outcomes including improved air, water and land quality, water conservation, energy efficiency, carbon emission reduction, and climate change adaptation and resilience within the region. This includes initiatives that contribute to the EMRC, member Councils, clients and other organisations working towards achieving Net Zero and a circular economy.
* Assist in implementing and reviewing resource recovery community awareness and waste education projects in line with the organisation’s strategic plan.

Within Team

* To be an effective and supportive team member of the Sustainability Team including the Urban Environment Team and Waste Education Team to assist in the timely achievement of operating goals and objectives, assisting to provide advice, reporting and research.
* To undertake duties as directed by the Chief Sustainability Officer in compliance with EMRC policies, legislative requirements, and statutory obligations.

Measures of Performance

* The accuracy, relevance and timeliness of support, information and technical expertise of support provided to the Chief Sustainability Officer and team members.
* The accuracy, relevance and timeliness of support, information and technical expertise provided to internal and external clients.
* The timely achievement and reporting of project milestones, deliverables and actions assigned to the position.
* The demonstration of behaviours aligned with the EMRC Organisational Values and Code of Conduct.

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

**Urban Environment**

* Provide support to the Urban Environment team members to lead and develop, implement, monitor and evaluate environmental and sustainability projects for the EMRC on behalf of member Councils and external clients.
* Assist with the provision of relevant advice and support to member Council employees, client Councils, industry, external clients, community groups and members of the general public when required.
* Assist with the preparation of environmental and sustainability advice, policies, plans, guidelines, strategies, initiatives, advocacy and protocols for EMRC, member Councils and external clients under the direction of the Chief Sustainability Officer as required.
* Review external environmental policies, papers and strategies, considering implications for member Councils, clients and local and regional environmental values.
* Undertake environmental and sustainability research, data collection, analysis and reporting as required.
* Assist with research and facilitation of collaborative research partnerships to support local governments and their communities in addressing issues related to sustainability and environmental management.
* Liaise, on behalf of EMRC, member Councils and external clients, with government departments, agencies, community and other stakeholders on environmental and sustainability matters, including grant funding.
* Liaise, on behalf of EMRC, member Councils and external clients, with suppliers, contractors and consultants to achieve regional environmental and sustainability outcomes.
* Investigate sources of funding for the EMRC, member Councils, industry and community, including assisting with the preparation of submissions, grant applications and reporting activity.
* Attend and assist delivery of relevant internal and external environmental and sustainability events, workshops and forums, as required.
* Contribute to newsletters, promotional materials and activities for the Sustainability Team as required.
* Research social media content and provide additional support including scheduling and daily monitoring of each platform.
* Provide administrative support to the Sustainability Team as required.
* Work occasionally off-site, under the direction of the Chief Sustainability Officer or a Sustainability team member.

**Waste Education**

* Train, monitor and assist Battery Collection Officer as required.
* Assist the Battery Collection Officer to report and arrange new or replacement battery collection infrastructure as required.
* Undertake data entry, analysis and compilation of reports.
* Establish and maintain relationships with schools and tertiary institutions in the Eastern Region.
* Assist with the technical side of bin auditing and the bin tagging programs as part of the FOGO system.
* Assist with the development, coordination and promotion of regional waste education communications and marketing.
* Assist in the implementation of approved waste education activities to member council residents in conjunction with the rollout of Food & Garden Organics services (FOGO).
* Assist, as required, more senior team members in the preparation of member council staff to provide first points of contact for residents receiving new FOGO, Recycle and Waste Services.
* Assist, as required, member council staff investigating and responding to customer enquiries and concerns relating to the FOGO collection service in a timely, effective and efficient manner.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

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

* Knowledge of environmental and sustainability principles and their practical application.
* Knowledge of relevant state government agency responsibilities, including relevant legislation.
* Well-developed written communication skills, including the ability to produce professional reports, proposals, grants, submissions, advocacy and other written resources within time constraints.
* Effective interpersonal skills, with an ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
* Experience in project management, data management and research, including the ability to work within project budgets.
* Well-developed time management and prioritisation skills, with the ability to meet deadlines, work under pressure and maintain professionalism.
* Proficiency in the use of Microsoft Office software packages and associated applications, particularly Word and Excel.
* Ability to work with minimal supervision and in a professional, innovative team.
* Knowledge of Local Government operations and procedures (desirable).
* Determination and willingness to learn on the job.
* A strong client focus and genuine desire to deliver waste and environmental education programmes and activities.
* Knowledge of resource recovery activities.
* Some understanding of the issues and interests of the general community with regards to waste management.

Experience

* Experience in an environmental or sustainability related role.
* Experience with research, data collection and analysis, preparation of and writing reports, proposals, submissions, advocacy and other written resources.
* Experience in preparing funding submissions, obtaining grants and managing grant projects and acquittals (desirable).
* Experience working with government, industry and the community (desirable).
* Some experience in the delivery of waste education /waste management / behaviour change programs.

Qualifications

* Relevant formal qualifications and/or demonstrated experience in the area of Environmental Science, Environmental Management, Sustainability, Natural Resource Management or other discipline relevant to the position.
* Current and valid WA ‘C’ class driver’s licence (or equivalent).

Organisational Relationships

**Responsible to** A0029A – Coordinator Urban Environment

**Supervision of** Not applicable

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

**External** Member Council Employees

Relevant State Government Departments and Agencies

Relevant Federal Government Departments and Agencies

Professional associations and communities of practice

Educational Institutions and Research Organisations

Environmental Community, Not For Profit and Industry Groups

West Australian Local Government Association (WALGA)

Suppliers, Contractors and Consultants

Extent of Authority

* This position operates under the 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 qualifications and/or demonstrated experience in Environmental Science, Environmental Management, Sustainability, Natural Resource Management, or other relevant discipline.
* Knowledge of environmental and sustainability principles and their practical application with the ability to develop innovative solutions to issues.
* Demonstrated proficiency in the use of Microsoft Office software packages and associated applications, particularly Word and Excel.
* Demonstrated verbal communication and interpersonal skills across a diverse range of stakeholders, including forming effective working relationships.
* Demonstrated written communication skills, including the ability to write professional reports, proposals, plans, submissions, advocacy, grant applications and other written resources.
* Demonstrated project management; data collection, analysis and reporting; and research skills including the capacity to review and interpret technical information.
* Demonstrated ability to manage a varied and demanding workload, prioritise workflow, and meet deadlines.
* Ability to work with minimal supervision.
* Experience in the delivery of waste education, waste management or behavioural change programs.
* Experience in waste auditing.
* Ability to work outside of normal business hours (on occasion).
* 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 preparation of funding applications and grant acquittal/reporting.
* Experience working with government, industry and the community.

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** March 2023

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources