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Position Description

Battery Collection Officer

Position Details

**Position Title** Battery Collection Officer

**Classification** EMRC Remuneration Band - Level 4

**Position Number** A0004A

**Basis of Employment** Casual

**Team Name** Sustainability - Waste Education Team

Position Objectives

* Collect hazardous household waste (batteries and light globes) from deposit sites around Perth’s Eastern Region in line with the EMRC’s Resource Recovery objectives.
* Promote responsible disposal of hazardous household waste.
* To provide support and assistance to Coordinator Waste Education and the Waste Education Team.

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

* Physical ability to perform the role.
* Effective communication and interpersonal skills.
* A ‘can-do’ attitude and flexible approach to work tasks.

Experience

* Collections and safe transport of batteries and compact fluorescent lamps.
* Experience with customer service.
* Experience working with data bases.

Qualifications

* Class C driver's licence (note that the Team’s vehicle is available for the day for the battery collection round).

Key Duties/Responsibilities

Position Responsibilities

* Collect the batteries and compact fluorescent lamps (CFLs) from nominated sites (pre-arranged by the Waste Education Officer) and assist with recording relevant data if required (e.g. battery weights);
* Transport the batteries to Red Hill Waste Management Facility and ~~place for storage~~ decant the batteries and CFLs.
* Update and maintain the collection weight database, if required, and keep Waste Education Officer informed of any feedback.
* Report and arrange replacement of damaged battery collection infrastructure as required.

Administration Responsibilities

* Provide general support to Waste Education Team, as required.
* Liaise with internal and external customers in a prompt, courteous and effective manner, ensuring a high level of customer service is provided.

Occupational Safety and Health (WHS) 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 Work Health and Safety.
* 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.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.
* Properly organise and manage working time to ensure efficient productivity.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.

Position Requirements

Competencies

* Proficiency in the use of Microsoft Office products including Word, Excel, Outlook.
* Operate company vehicles responsibly and practice good driving habits
* Knowledge of administrative systems and procedures.
* Well-developed written communication skills with the ability to maintain attention to detail.
* Effective verbal communication and interpersonal skills, with the ability to liaise comfortably at all levels in an informative, accurate and positive manner.
* An ability to prioritise, organise and complete work within established deadlines and within a busy team environment.
* A can-do attitude, flexible and mature approach to work tasks, a willingness to learn and ability to work unsupervised.
* Current Working with Children Check (or intention to obtain one).

Experience

* Previous experience in an administration or support role.
* Collections and safe transport of batteries and compact fluorescent lamps would be advantageous.
* Knowledge of resource recovery, waste management and household hazardous waste advantageous
* Experience with customer service.
* Experience working with data bases.

Organisational Relationships

**Responsible to** A0145A – Coordinator Waste Education

**Supervision of** Not Applicable

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

**External** As required

Selection Criteria

Essential

* Physical ability to perform the role.
* Class C driver's licence (note that the Waste Education Team’s vehicle is available for the day for the battery collection round).
* Proficiency in the use of Microsoft Office products, in particular Word, Excel and Outlook.
* Effective communication and interpersonal skills.
* A ‘can-do’ attitude and flexible approach to work tasks.
* Current Working with Children Check.

**Desirable**

* Knowledge of the Eastern Region preferred but not required.
* Experience with electronic document management systems.
* Knowledge of resource recovery, waste management and household hazardous waste

Extent of Authority

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

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** March 2023

**Reviewed** Senior Human Resources Advisor

**Updated** Senior Human Resources Advisor

**Approved** Manager Human Resources