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Position Description

Quality Process Officer/Team Leader

Position Details

**Position Title** Quality Process Officer/Team Leader

**Classification** EMRC Remuneration Band – Level 5

**Position Number** A0063A

**Basis of Employment** Full Time

**Team Name** Operations – Red Hill Waste Management Facility Team

Position Objectives

Key Objectives of Position

* To ensure that product developed on-site from green-waste and FOGO meets quality specifications.
* To ensure to deliver products is maintained.

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

**Quality Management Responsibilities**

* Implement the Red Hill Waste Management Facility composting quality control system and Food and Garden Organics process.
* Collect and record relevant data on-site to enable accreditation of mulch and compost to Australian Standard AS4454.
* Ensure all mulch and compost developed on-site is managed to meet accreditation standards.
* Collect, label, and store waste samples from selected loads received at the Red Hill Waste Management Facility in accordance with sampling procedures.
* Submit selected samples of compost for analysis based on a quality procedure.

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

* Effective communication and interpersonal skills.
* Proficiency with Microsoft applications including Word, Excel and Outlook.
* Demonstrated ability to work within a busy team environment.

Experience

* Experience in the operation of heavy plant and equipment.

Qualifications

* Current and valid WA ‘C’ Class Driver’s Licence (or equivalent).
* Current and valid WA ‘HR’ Driver’s Licence (or equivalent).
* Current and Valid Front-End Loader Ticket

Organisational Relationships

**Responsible to** A0065A – Site Supervisor (Projects)

**Supervision of** Not applicable

**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 direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

Selection Criteria

**Essential**

* Ability to keep accurate and up-to-date records.
* Effective communication and interpersonal skills.
* Proficiency with Microsoft applications including Word, Excel and Outlook.
* Demonstrated ability to work within a busy team environment.
* Sound understanding of OH&S principles as they relate to a workplace.
* Current and valid WA ‘HR’ Driver’s Licence (or equivalent).
* Current Front-End Loader Ticket
* Current National Police Clearance (no older than 3 months).

**Desirable**.

* An understanding of horticultural techniques.
* Articulated Haul Truck Accreditation

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 2023

October 2020

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources