

# **Environmental Field Officer Waste Environmental Operations**

**(Position Reference: VAC18/03)**

**Applications Close: 5:00pm Friday, 20 April 2018**

## *Our Vision*

*To be a responsive and innovative leader in assisting Perth's  
Eastern Region to be a great place to live, work, play and do  
business.*



## About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

## Our Vision

*To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.*

## Our Mission

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.*

## Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff 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.

## Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

### Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5 % annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



## About the Position Vacancy

**Applications Close: 5:00pm Friday, 20 April 2018**

# Environmental Field Officer

*The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.*

- Remuneration package up to \$59,517
- Package inclusive of up to 14.50% superannuation and 17.5% leave loading
- 19 day month
- Belmont based location

We are seeking an enthusiastic environmental professional to assist the Eastern Metropolitan Regional Council (the EMRC) in ensuring our waste and resource recovery activities are managed and operated in compliance with environmental standards.

As an environmental professional, you will provide support to the Manager Waste, Environmental Operations. You will have relevant tertiary qualifications in Environmental Science or related discipline in the environmental field, preferably with experience in the following areas: contaminated site assessments, environmental sampling and monitoring programs, data evaluation and interpretation and compliance reporting.

To be successful in this role you will have a hands-on, proactive approach towards data collection and land rehabilitation. With your friendly attitude and great interpersonal skills, you will enjoy working in a busy team environment at multiple worksites.

To apply please submit a current resume and covering letter addressing your competencies, experiences and qualifications relevant to this role.

Apply online [www.emrc.org.au/employment.html](http://www.emrc.org.au/employment.html) or via post to Manager HR VAC 18/03, Recruitment, PO Box 234, Belmont WA 6984.

**Peter B. Schneider**  
**Chief Executive Officer**

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For a confidential discussion about this role please contact Sandi Evans, Manager Waste Environmental Operations on (08) 9424 2249



## POSITION DETAILS

<b>POSITION TITLE:</b>	Environmental Field Officer
<b>CLASSIFICATION:</b>	Local Government Industry Award 2010 – Level 6
<b>POSITION NUMBER:</b>	A0086A
<b>BASIS OF EMPLOYMENT:</b>	Full Time
<b>DIRECTORATE:</b>	Waste Services
<b>BUSINESS UNIT:</b>	Waste                      Environmental Operations

## POSITION OBJECTIVES

- To ensure the Red Hill Waste Management Facility and the Hazelmere Resource Recovery operations are operated in a manner that meets or exceeds the environmental conditions of their respective licences.
- Offer professional support to the Manager Waste Environmental Operations by providing environmental monitoring data and reporting information relating to the EMRC's waste management and resource recovery operations.

## POSITION REQUIREMENTS

### Competencies

- Experience in groundwater and surface water sampling techniques.
- Experience in data management and water quality reporting.
- Well developed report writing and oral communication skills.
- Demonstrated hands-on and proactive approach to tasks.
- Experience in land rehabilitation programmes.
- Well developed liaison and negotiation skills.
- Demonstrated project management and time management skills.
- Ability to work effectively within a busy team environment at multiple worksites.

- Experience in interaction with various agencies including government, local government, industry, academic institutions and the public through seminars, workshops, briefings, and negotiations.

### Experience

- An understanding of measurement and testing techniques, preferably relating to environmental field sampling and water quality testing.
- Knowledge of environmental chemistry with particular application to contaminants in the soil and groundwater environments.
- Working knowledge of Environmental Management Systems (EMS) requirements in accordance with the ISO 14001 standard.
- Knowledge of environmental legislation, particularly in relation to waste management and contaminated sites.
- Knowledge of environmental and waste management principles and their practical application particularly in regard to solid waste and water quality.
- Knowledge of relevant state government agency responsibilities in the area of environmental regulation and waste management.
- Experience in environmental monitoring programmes in particular water quality.
- Experience in the field of Environmental Management and/or Waste Management.
- Experience in, or some exposure to, dealing with the waste management industry (contractors, regulators, operators) and negotiating outcomes aimed at protecting the environment in accordance with legislation and government requirements would be an advantage.

### Qualifications

- Tertiary qualifications in the area of Environmental Science or other related discipline.
- Training in any of the following areas would be advantageous:
  - environmental monitoring (surface water and groundwater);
  - solid waste management;
  - hazardous waste/dangerous goods management;



- contaminated site management;
- acid sulfate soils;
- environmental chemistry;
- Environmental Management Systems (EMS).

## KEY DUTIES/RESPONSIBILITIES

### Environmental Responsibilities

- Undertake routine groundwater and surface water sampling from various sources and environments.
- Maintain excellent quality control procedures relevant to water quality monitoring.
- Maintain and operate the groundwater remediation system.
- Prepare routine environmental monitoring reports.
- Assist in providing necessary water quality monitoring data to groundwater consultants.
- Undertake routine dust monitoring programmes at the Hazelmere Recycling Facility and provide ambient air quality reports as necessary.
- Undertake revegetation programmes including the seeding and annual monitoring program at the Red Hill Waste Management Facility.
- Provide input into fauna management strategies at the Red Hill Landfill Facility.
- Provide advice on the requirements, treatment and acceptability of contaminated soils and other waste materials at the Red Hill Waste Management Facility.
- Assess and issue waste approvals for the disposal of contaminated waste at the Red Hill Waste Management facility in accordance with EMRC policy and licence requirements.
- Assist in the preparation of compliance reports such as the Annual Monitoring and Compliance Report and the National Pollutant Inventory (NPI) Report, and assist in the submission of Works Approval applications.
- Assist in the preparation of waste management documentation and reports relating to environmental issues at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery operations.
- Assist in the development of environmental management procedures and implementation of the Environmental Management System (EMS) for Red

Hill Waste Management Facility based on ISO 14001 standards.

- Assist with the preparation of presentation materials for conferences, seminars and training sessions for site staff and others associated with the waste management industry.
- Assist in environmental research projects for the EMRC in relation to the environmental aspects of waste management.
- Assist in contaminated sites investigations for Member Councils.
- Assist in the assessment of mulch and wood fines analysis to determine acceptability for market.

### Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

### 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.

## **ORGANISATIONAL RELATIONSHIPS**

### **Responsible to**

- A0091A – Manager Waste, Environmental Operations

### **Supervision of**

- Contractors

### **Internal and External Liaison**

**Internal:** All EMRC management and staff

**External:** Waste disposal customers  
Member Council staff  
Members of the general public  
Professional associations and educational institutions  
Department of Environment and Conservation  
Health Department  
Other Government departments and agencies (Federal and State)  
Regional and local environment groups  
Others as nominated by the Council

- Strong communication and interpersonal skills and the ability to deal with a diverse range of people, including customers, contractors and site operational staff.
- The ability to work independently as well as within a team environment.
- Current and valid WA Drivers Licence (C Class) unrestricted/ manual or equivalent.

### **Desirable**

- Knowledge of Environmental Management Systems (EMS) based on the ISO 14001 standard.
- Knowledge of, and experience in, waste management and/or environmental management legislation and issues.
- Knowledge of solid waste characterisation methodology for disposal of solid waste to landfills.
- Understanding of land rehabilitation techniques.
- Demonstrated ability to effectively organise own workload and manage priorities to ensure deadlines are met.

## **EXTENT OF AUTHORITY**

- This position has the authority to act within predetermined guidelines, organisational policy and as delegated.

## **SELECTION CRITERIA**

### **Essential**

- Relevant tertiary qualifications in the area of Environmental Science, Environmental Management or other related discipline.
- Demonstrated knowledge in environmental field monitoring techniques, particularly groundwater.



## Summary of Employment Conditions

<b>Location</b>	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
<b>Hours of work</b>	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
<b>Special Conditions</b>	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> <li>▪ Australian Work Visa; and/or</li> <li>▪ Copy of Australian Citizenship Certificate; and/or</li> <li>▪ Confirmation of permanent residency; and/or</li> <li>▪ Birth certificate.</li> </ul>
<b>Pre-Placement Medical</b>	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> <li>▪ General pre-employment medical;</li> <li>▪ Baseline hearing test; and</li> <li>▪ Drug and alcohol screen</li> </ul>



## How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

### Completing Your Application

To be considered for the position, your application should include the following documentation:

#### 1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

#### 2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

#### 3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

#### Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email [recruitment@emrc.org.au](mailto:recruitment@emrc.org.au).

To find out more about a specific position, please call the person nominated in the job advertisement.





## Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

<b>EMAIL</b>	recruitment@emrc.org.au
<b>ONLINE</b>	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
<b>POST</b>	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
<b>HAND DELIVERY</b>	Addressed to: Manager Human Resources EMRC 1 <sup>st</sup> Floor, 226 Great Eastern Highway BELMONT

## Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

## Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



## The Appointment Process

### 1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

**If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.**

### 2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

### 3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

### 4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

### 5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.