

**Weighbridge Officer Red Hill
(Part Time)
Red Hill Waste Management Facility
(Position Reference: VAC18/12)**

Applications Close: Monday, 19 November 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
- 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.
- 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: Monday, 19 November 2018

Weighbridge Officer (Part Time) **(Red Hill Waste Management Facility)**

If you would like to be part of an organisation that is at the forefront of the waste management industry and you can demonstrate well developed customer service and administrative skills, then this role may be just what you are looking for.

- Cash Salary of up to \$46,657 pro rata based on experience
- Plus up to 14.50% superannuation and 17.5% leave loading
- Red Hill Location

Our Waste Management Facility located on Toodyay Road, Red Hill, is seeking a suitably experienced individual to join its Weighbridge team on a part time basis.

Key responsibilities will be to provide a high level of customer service to users of the facility and to accurately and efficiently process all documentation relating to the weighbridge operations.

The successful candidate will be proficient in the use of Microsoft Office software packages, have sound knowledge of administrative processes and the ability to use their own initiative and be able to provide excellent customer service to EMRC's Red Hill customers.

Possession of a National Police Clearance (no older than 3 months) is essential.

This position includes permanent weekend work and rostered public holiday hours (for which the appropriate overtime rates apply).

Apply online <http://www.emrc.org.au/employment/> or via post to Manager HR, VAC 18/12, Recruitment, PO Box 234, Belmont WA 6984

PETER B. SCHNEIDER
Chief Executive Officer

The information package can be obtained by visiting our website <http://www.emrc.org.au/employment/> or by contacting the Human Resources Department on (08) 9424 2222.

For a confidential discussion about this role please contact Zoe Williamson, Administration Manager, Red Hill on (08) 9574 6235.



POSITION DETAILS

POSITION TITLE:	Weighbridge Officer Red Hill (Part Time)
CLASSIFICATION:	Local Government Industry Award 2010 – Level 4
POSITION NUMBER:	A0045A
BASIS OF EMPLOYMENT:	Part Time
DIRECTORATE:	Waste Services
BUSINESS UNIT:	Red Hill Waste Management Facility

POSITION OBJECTIVES

- To provide a high level of customer service to users of the Waste Management Facility, ensuring all are handled courteously and efficiently.
- To accurately and efficiently process weighbridge documentation for the Waste Management Facility operations.

Measures of Performance

- Specific measures of performance include:
- The accurate reconciliation of all weighbridge transactions.
- The timely and accurate completion of allocated tasks.

POSITION REQUIREMENTS

Competencies

- Strong customer service skills.
- Effective communication and interpersonal skills.
- Numeracy skills with the ability to pay attention to detail.
- Demonstrated proficiency with personal computers.
- Developed telephone skills.
- Ability to work effectively within a team environment, and also to work unsupervised.

- A can-do attitude, flexible approach to work tasks, and a willingness to learn.

Experience

- Minimum two years experience in an administrative and/or customer service position.
- Experience in the use of computer operations.
- Experience with cash handling and the reconciliation of financial transactions.

Qualifications

- Current and valid Western Australian 'C' class driver's license (or equivalent).
- Current National Police Clearance (no older than 3 months).

KEY DUTIES/RESPONSIBILITIES

Weighbridge Responsibilities

- Provide an efficient service to customers of the Waste Management Facility.
- Process computer disposal dockets.
- Assist with telephone enquiries from members of the general public on waste disposal issues.
- Manage two-way radio communications with on-site staff.
- Receive and receipt monies from customers.
- Undertake a daily/weekly cash reconciliation of takings.
- Prepare debtors invoices.
- Assist with other administrative duties for the facility as required.

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

- A0046A – Weighbridge Team Leader Red Hill (Part Time)
- A0040A - Administration Manager, Red Hill

Supervision of

- No supervision of staff

Internal and External Liaison

Internal: All EMRC management and staff

External: General public

Member Council Officers

Contractors, suppliers and consultants

Government agencies

Private and non-government organisations

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

- Effective communication and interpersonal skills.
- Demonstrated customer service experience (with members of the general public).
- Proficiency in the use of Microsoft Office products including Word and Excel.
- A sound knowledge of, and experience with, general office procedures.
- Ability to work effectively within a team environment, and also to work unsupervised.



Summary of Employment Conditions

Location	Red Hill Waste Management Facility, 1094 Toodyay Road, Red Hill
Hours of work	<p>The Red Hill Waste Management Facility operates as a 7 day per week facility.</p> <p>Ordinary hours of duty will be a minimum of 64 hours per fortnight between the hours of 8:00 am and 4:00 pm.</p> <p>It is a requirement of the position to work weekends on a roster system - based on one Saturday or Sunday per fortnight – and public holidays where directed.</p>
Special Conditions	<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"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
National Police Clearance Certificate	<p>The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.</p>



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.

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:

EMAIL	recruitment@emrc.org.au
ONLINE	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
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st 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.