

Coordinator Sales and Marketing Waste Services

(Position Reference: VAC19/11)

Applications Close: 5:00pm Monday, 27 May 2019

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 Monday, 27 May 2019

Coordinator, Sales and Marketing Performance Based 2 Year Contract

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

- A base salary of \$77,087 (up to \$89,453 total annual salary package)
- Work a 19 day month
- Belmont based location

An exciting opportunity has arisen for an enthusiastic and highly motivated professional to join EMRC's Waste Services team in the role of Coordinator, Sales and Marketing.

Reporting to the Director, Waste Services, and working closely with the operations teams, the successful candidate will be responsible for securing waste supply contracts for the EMRC's various operations at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park. This includes, but is not limited to the supply of municipal and commercial waste, contaminated soil/ waste, green waste, waste timber, and used mattresses. This role will also be responsible for the sale of manufactured products including mulch, soil conditioner, compost, wood chip fines and ferricrete and recovered recyclables (eg scrap metals, cardboard).

To be successful in this role you will have significant experience in sales, marketing and contracts, have a sound understanding of and experience with market research principles and a proven ability to secure sales and coordinate marketing.

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

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/11, Recruitment, PO Box 234, Belmont WA 6984

WENDY HARRIS
Acting Chief Executive Officer

For a confidential discussion about this role please contact Stephen Fitzpatrick on (08) 9424 2232

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	Coordinator Sales and Marketing
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0080A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Waste Services
BUSINESS UNIT:	Waste Services

POSITION OBJECTIVES

- To provide advice and assistance to the EMRC's executive team and waste and resource recovery operations in regard to developing waste supply contracts for the EMRC's business operations and markets for manufactured products.
- To develop and implement business development and marketing programs for waste supply and sale of manufactured products.

POSITION OUTCOMES

The role operates in an environment where the key focus is on sourcing a supply of waste materials for the business and strategic selling activities, while maintaining a customer portfolio. The key outcomes of this role are to:

- Generate business for the EMRC's waste operations
- Generate sales of EMRC's manufactured products
- Maintain positive relationships with existing customers
- Expand the existing customer base thorough cold calling, demonstrating and presenting EMRC products and services, negotiating contracts and packages and marketing of products and services.

POSITION REQUIREMENTS

Competencies

- Strong understanding of contemporary marketing and communication concepts and strategies.
- Sound understanding of sales and marketing research principles and analysis techniques.

- Ability to coordinate marketing and sales related projects.
- Ability to identify and apply innovative approaches and ideas.
- Well-developed interpersonal and communication skills.
- Ability to liaise with a diverse range of internal and external stakeholders in a professional, efficient and courteous manner.
- Well-developed analytical and conceptual abilities.
- Effective negotiating, influencing and problem solving skills.
- Effective time management and organisational skills with the ability to meet deadlines and prioritise complex and demanding workloads.
- Proficiency in MS Office products including Word, Excel, PowerPoint, Outlook and internet Explorer.
- Proficiency in database management.
- Self-motivated, results orientated and the ability to initiate actions to achieve organisational objectives.
- Ability to work effectively within in a busy team environment and also to work with minimal supervision.

Experience / Qualifications

- Experience with developing and implementing successful sales and marketing programmes.
- Proven ability to develop new business.
- Strong relationship building and presentation skills.
- Current and valid WA "C" class driver's license (or equivalent).

KEY DUTIES/RESPONSIBILITIES

Sales and Marketing Responsibilities

- Prepare sales and marketing plans for new and existing operations.
- Develop and maintain customer relations.
- Build the customer base for the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park.
- Make cold calls, as required, to secure new customers and increase sales.
- Negotiate contracts with new customers and maintain/develop existing contracts.
- Prepare reports for consideration by the Executive Management Team and the Regional



Council on new marketing and sales opportunities.

- Liaise with EMRC stakeholders to determine sales and marketing opportunities.
- Participate in industry forums of relevance such as the WA Waste & Recycle Conference, AORA, the Master Builders Association, farming and horticulture groups.
- Develop and implement sales and marketing programmes for the supply of waste materials (eg class II and class IV waste, timber waste and green waste) and sale of the EMRC's manufactured products (eg mulch, soil conditioner, compost wood chip fines and recyclables (plastic, scrap metal etc).
- Manage audits for AS-4454 compliance for mulch and compost products.
- Monitor tender opportunities through Tenderlink and other sources and develop tender submissions.
- Maintain EMRC's WALGA Preferred Supplier status and reporting.

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 Support

- 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.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- 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

- Director Waste Services

Supervision of

- Contractors / suppliers
- Consultants engaged to assist in testing, trialling, developing and marketing.

Internal and External Liaison

Internal: All EMRC management and staff

External: Commercial customers
Member Council staff
Local government authorities
State Government departments and instrumentalities
Federal Government departments
Private sector businesses
Contractors and consultants

EXTENT OF AUTHORITY

- This position operates under the limited supervision of the Director Waste Services, within established guidelines, procedures and policies of Council.

SELECTION CRITERIA

Essential

- Tertiary qualifications in Marketing, Commerce, Environmental Engineering or Environmental Science.
- Significant experience in a marketing/sales role or related position.
- Sound understanding of, and experience with market research principles and as well as sales and marketing analysis and techniques.
- Proven ability to coordinate marketing and secure sales.
- Proficiency with Microsoft Office products and database management.
- Well developed interpersonal and communication skills with the ability to communicate effectively with a diverse range of stakeholders.
- Demonstrated ability to work in a busy team environment with minimum supervision, establish priorities, and manage competing projects.



- Current and valid WA 'C' class Driver's License (or equivalent).

Desirable

- Previous exposure to waste management and resource recovery issues.
- Sound understanding of financial analysis and budget setting processes.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hour per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
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.



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.

4. Selection Criteria Summary (when required)

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

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.