

Coordinator - Container Deposit Scheme

(Position Reference: VAC19/27)

Applications Close: 5:00pm Friday, 13th December 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 Friday, 13th December 2019

Coordinator - Container Deposit Scheme

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

- Work a 19 day month
- A cash salary of \$81,154 (Up to \$94,173) total annual remuneration package)
- Up to 14.5% superannuation and 17.5% leave loading
- Belmont based location

An exciting opportunity has arisen for an enthusiastic and highly motivated professional to join EMRC's Resource Recovery team in the role of Coordinator Container Deposit Scheme. This is a rare chance to join a Council who has a strong focus on environmental impacts and waste management. This opportunity will give you the chance to make your mark at a local community level and see your input translate directly into positive environmental outcomes.

This role will assist in the development, implementation and coordination of the EMRC's involvement within the West Australian Container Deposit Scheme (CDS), and to support a network of refund points through contracts and provide oversight of those contracts within Perth's Eastern Region. Additionally to raise public awareness of the CDS before and after scheme commencement through a comprehensive education process to the community and educate the public on how the CDS operates and publicise the location of refund points in conjunction with the Scheme Coordinator, WARRRL.

To be successful in this role you will have:

- Knowledge of the Container Deposit Scheme or other waste management/recycling programmes.
- Experience dealing with the waste management contractors, regulators, operators etc. and negotiating outcomes.
- Knowledge of community consultation practices.
- Tertiary qualifications in the area of Environmental Engineering, Environmental Science or related discipline.
- Demonstrated ability to develop, evaluate and implement waste education, waste management or behavioural change programmes.
- Strong verbal and written communication skills.
- Current and valid WA 'C' class Drivers Licence or equivalent.

Comprehensive knowledge and understanding of the waste industry and current resource recovery issues would be advantageous, as would previous experience in Container Deposit Schemes. With some public speaking experience, you will also be able to demonstrate your ability to form effective working relationships with a diverse range of stakeholders.

To apply please submit a current resume and a covering letter addressing your competencies, experience and qualifications relevant to the Coordinator - Container Deposit Scheme role.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/27, Recruitment, PO Box 234, Belmont WA 6984.



MARCUS GEISLER
Chief Executive Officer

For a confidential discussion about this role please contact Dave Beresford, Manager Resource Recovery on (08) 9424 2239 or email Dave; Dave.Beresford@emrc.org.au

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 - Container Deposit Scheme
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0140A
BASIS OF EMPLOYMENT:	Full Time, 2 year FTC
DIRECTORATE:	Waste Services
BUSINESS UNIT:	Resource Recovery

POSITION OBJECTIVES

- To ensure the effective and efficient implementation of the Container Deposit Scheme (CDS).
- To oversee the day to day management of the Container Deposit Scheme (CDS).
- To support a network of refund points through contracts and provide of oversight of those contracts.

POSITION OUTCOMES

- Deliver upon contractual obligations with WARRRL including any agreed targets for the Container Deposit Scheme (CDS).
- Increase community education levels in regards to the Container Deposit Scheme (CDS).
- Oversee the production of specified reports.
- Utilise the software provided by WARRRL to analyse metrics and data relating to the Container Deposit Scheme (CDS).
- Manage contractors and suppliers effectively to ensure the successful implementation of the Container Deposit Scheme (CDS) in conjunction with operations and sales staff.

POSITION REQUIREMENTS

Competencies

- Knowledge of the Container Deposit Scheme or other waste management/recycling programmes.
- Knowledge of relevant state government agency responsibilities in the area of waste management.
- Knowledge of community consultation practices.
- Knowledge of Local Government operations and procedures.
- Ability to work effectively in a team situation.
- Well developed written communication skills, with the ability to produce timely and professionally competent reports.
- Well developed oral communication skills with the ability to liaise effectively with a diverse range of stakeholders.
- Well developed negotiation and conflict resolution skills.
- Well developed project management and project implementation skills.

Experience

- Experience dealing with the waste management industry (e.g. contractors, regulators, operators etc.) and negotiating outcomes.
- Previous experience relating to the Container Deposit Scheme
- Experience in interaction with government, local government, industry, academic institutions and the public through seminars, workshops, briefings, negotiations, etc.
- Managing resources across multiple sites.
- Building effective relationships with key stakeholders.

Qualifications

- Tertiary qualifications in the area of Environmental Science, Environmental Engineering or other related discipline.



KEY DUTIES / RESPONSIBILITIES

- Oversee the roll out of the Refund Points, Aggregation Points and Processor obligations under the contracts with WARRRL;
- Ensure arrangements are in place for collection, transport, sorting and processing, verification and recycling of containers.
- Raise and maintain public awareness of the CDS before and after scheme commencement, educate the public on how the CDS operates and publicise the location of refund points in conjunction with the Scheme Coordinator, WARRRL.
- Receive and deal with complaints to the CDS from the public and CDS participants.
- Monitor customer service at the Refund Points.
- Ensure Refund Points are adequately funded for resources required and meet opening times specified in the contract.
- Obtain and maintain accurate data on recycling rates for beverage containers prior to the commencement of the CDS and throughout its operation.
- Reports against key performance indicators and other data as required under the contract with WARRRL.
- Plan and deliver a comprehensive education process to the community on the CDS in conjunction with the process developed by WARRRL.

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.
- 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 – Manager Resource Recovery

Internal and External Liaison

Internal: All EMRC management and employees

External: Waste disposal customers
Member Council employees
Members of the general public
Professional associations



Educational institutions
Government departments and
agencies (State and Federal)
Regional and local environment
groups

EXTENT OF AUTHORITY

- This position operates under broad direction and is required to exercise a high level of initiative, judgement and responsibility whilst acting within predetermined guidelines, organisational policy and as delegated.

SELECTION CRITERIA

Essential

- Tertiary qualifications in the area of Environmental Engineering, Environmental Science or related discipline.
- Ability to manage resources across multiple sites and facilities.
- Experience in managing suppliers, contractors and key stakeholders effectively.
- Demonstrated knowledge of and approximately 5 years' experience in waste management and environmental management issues.
- Strong communication and interpersonal skills, including the ability to liaise with clients and influence others.
- Experience in waste education programs.
- Knowledge of community consultation practices.
- Proven project management and time management abilities.
- Current and valid WA 'C' class Drivers Licence or equivalent.

Desirable

- Knowledge of Local Government operations and procedures.
- Previous experience in Container Deposit Schemes.



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 hours 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.
Pre-Placement Medical	<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"> ▪ General pre-employment medical; ▪ Drug and alcohol screen
National Police Clearance Certificate	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.



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
- ✓ Statement addressing the selection criteria
- ✓ 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.