

Waste Education Officer (FOGO)

(Position Reference: VAC19/24)

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

Waste Education Officer (FOGO)

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 \$69,199.52 (Up to \$80,300 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 Waste Education Officer. 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 long term Food & Garden Organics strategy (FOGO), and with a range of resource recovery, community awareness and education programs that aim to protect the environmental sustainability of Perth's Eastern Region.

To be successful in this role you will have:

- Demonstrated ability to develop, evaluate and implement waste education, waste management or behavioural change programmes
- Strong verbal and written communication skills
- Proven ability to produce high quality work
- Current Working with Children Check

Comprehensive knowledge and understanding of the waste industry and current resource recovery issues would be advantageous. 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 Waste Education Officer role.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/24, 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

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|-----------------------------|--|
| POSITION TITLE: | Waste Education Officer (FOGO) |
| CLASSIFICATION: | Local Government Industry Award 2010 – Level 7 |
| POSITION NUMBER: | A0141A |
| BASIS OF EMPLOYMENT: | Full Time, 2 year FTC |
| DIRECTORATE: | Waste Services |
| BUSINESS UNIT: | Resource Recovery |

POSITION OBJECTIVES

- Develop, implement, coordinate and review resource recovery community awareness and education projects in line with the organisation's strategic plan.

Within Business Unit

Assist in the timely achievement of operating goals and objectives by:

- Assist with general Waste Education activities as required.
- Ensuring all waste education material and communications has a consistently professional image and message.
- Work with key stakeholders to deliver waste education to the community on sustainable waste management practices.
- Assist in the implementation of approved waste education activities to member council residents in conjunction with the rollout of Food & Garden Organics services (FOGO).
- Assist in the preparation of member council staff to provide first points of contact for residents receiving new FOGO, Recycle and Waste Services.
- Provide assistance to member council staff investigating and responding to customer enquiries and concerns relating to the FOGO collection service in a timely, effective and efficient manner.

- Assist with bin auditing and the tagging programs as part of the introduction of the FOGO system, and ongoing.
- Promote a positive image of the EMRC and its member Councils with the residents and relevant stakeholders.

POSITION REQUIREMENTS

Competencies

- Ability to work outside of normal business hours.
- A strong client focus and genuine desire to deliver waste and environmental education programmes and activities.
- A sound knowledge of resource recovery activities.
- Knowledge of community consultation practices.
- Excellent presentation and public speaking skills to a variety of stakeholders.
- Strong verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
- Well-developed written communication skills with the ability to pay high attention to detail.
- Demonstrated research and analytical skills.
- The ability to prioritise effectively between competing demands and to project manage activities and programmes.
- The ability to work in a team environment with minimal supervision.
- High level of proficiency with Microsoft Office software applications including Word, Excel, PowerPoint, Outlook and Publisher.
- An understanding of the issues and interests of the general community with regards to waste management (desirable).
- Knowledge of Local Government operations and procedures (desirable).

Experience

- Experience in the delivery of waste education / waste management/behaviour change programmes.
- Experience working with government, local government, community groups, and academic



institutions through seminars, workshops, activities etc (desirable).

- Experience with the coordination of consultants and contractors (desirable).

Qualifications

- Current and valid WA "C" Class Driver's Licence (or equivalent).
- Current Senior First Aid Certificate (or intention to obtain one).
- Current Police Clearance Certificate (no older than three months).
- Current Working with Children Check.
- Relevant tertiary qualification in the area of Education, Sustainable Development, or Environmental Science (desirable).

KEY DUTIES / RESPONSIBILITIES

Position Responsibilities

Waste Education Responsibilities

- Maintain accurate and up-to-date information on the R-Gang website.
- Coordinate bookings and promotions.
- Liaise with and provide support to member Councils regarding waste education and community awareness programs and activities.
- Assist with the development, coordination and promotion of regional waste education communications and marketing.
- Establish and maintain relationships with schools, tertiary institutions and community groups in the Eastern Region.
- Develop, implement, monitor and evaluate approved waste education programs and activities across the EMRC region, ensuring a consistent message and professional image on behalf of member Councils and external clients, including community engagement.
- Provide relevant advice and support to member Councils, external clients, community groups and members of the general public when required.
- Assist with the provision of evening and weekend learning programs for the local community that focus on waste environmental issues.

- Undertake data entry, analysis and compilation of reports.
- Source grants funding to support waste education initiatives.
- Receive and respond to telephone and email enquiries.
- Meet with member council staff and residents to provide feedback and teach correct waste disposal and recycling methods.
- Identify, develop and coordinate appropriate marketing and communications strategies for resource recovery and waste education programs in collaboration with the Marketing and Communication team.
- Conduct visual audits and inspections of residents' bins at the kerbside, as part of the implementation of new kerbside collection systems and provide feedback to residents about their performance through provision of bin tags and direct contact.
- Assist with the preparation of reports and briefings as required.
- Facilitate collaborative partnerships to support member councils and their communities in addressing issues related to waste management.
- Deliver, contribute to or attend relevant events and workshops, as required.
- Work regularly off-site, under the direction of the Manager Resource Recovery.

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.
- Ensure the safety of staff, volunteers, students, and contractors under direct supervision and



participate in the training of staff, volunteers, students and contractors.

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

- A0109A - Manager Resource Recovery

Supervision of

- N/A

Internal and External Liaison

Internal: All EMRC management and staff

External: Member Council Councillors, management and staff
Community Groups
Schools and tertiary institutions
Relevant Commonwealth, State Government and Local Government Agencies

EXTENT OF AUTHORITY

- This position operates under limited supervision, is required to exercise a high degree of initiative and judgement, and has the authority to act within predetermined Council guidelines, policy and as delegated.

SELECTION CRITERIA

Essential

- Experience in the delivery of waste education / waste management or behavioural change programmes.
- Excellent presentation and public speaking skills to a variety of stakeholders.
- Ability to work outside of normal business hours.
- Highly developed oral, written and electronic communication skills.
- Empathy with resource recovery and climate change and issues.
- Capable of working within budget, time constraints and to corporate goals and objectives.
- Ability to work independently and in a busy team environment.
- Strong verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
- Well-developed written communication skills with the ability to pay high attention to detail.
- Highly developed customer service and public relations skills.
- Effective conflict resolution and negotiation skills.
- Well-presented and professional demeanour.



- Demonstrated organisational and time management skills, and the ability to manage competing priorities.
- Proficiency with Microsoft Office software applications including Word, Excel, Powerpoint and Outlook.
- Knowledge of safe work procedures and OSH training relevant to work activities and work area.
- Experience in direct communications with the community.
- Tertiary qualification in environmental science, education or equivalent.
- Police Clearance no older than 3 months.
- Current and valid WA "C" Class Driver's Licence (or equivalent).
- Current Senior First Aid Certificate (or intention to obtain one).
- Current Working with Children Check.

Desirable

- Waste auditing.
- Experience working with government, local government, community groups and academic institutions through seminars, workshops, activities and events.
- Experience in preparing grant funding applications.
- Knowledge and understanding of the waste industry and current resource recovery issues.



Summary of Employment Conditions

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|--|---|
| 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:

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|----------------------|--|
| 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.