

Project Officer – Waste Plans

(Position Reference: VAC19/25)

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

Project Officer – Waste Plans

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
- An attractive salary of up to \$74,514.96 (Up to \$86,468 total annual remuneration package)
- Up to 14.25% superannuation and 17.5% leave loading
- Belmont based location

An exciting opportunity has arisen for an enthusiastic and highly self-motivated Project Officer – Waste Plans to join EMRC's Regional Services Directorate. 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.

The successful candidate will be responsible for the coordination and preparation of Waste Plans for the EMRC's six member Councils, namely; Town of Bassendean, City of Bayswater, City of Belmont, City of Kalamunda, Shire of Mundaring and City of Swan.

Applicants should have a tertiary qualification in Environmental Science or Environmental Engineering or other related discipline. Excellent written and communication skills are essential. Knowledge of Local and State Government will be considered favourably.

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

Apply online www.emrc.org.au/employment.html or via post to Manager HR, VAC 19/25, Recruitment, PO Box 234, Belmont WA 6984.

MARCUS GEISLER
Chief Executive Officer

For a confidential discussion about this role please contact Wendy Harris, Director Regional Services on (08) 9424 2208 or email Wendy; Wendy.Harris@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:	Project Officer – Waste Plans
CLASSIFICATION:	Local Government Industry Award 2010 – Level 8
POSITION NUMBER:	A0139A
BASIS OF EMPLOYMENT:	Full Time, 2 year FTC
DIRECTORATE:	Regional Services
BUSINESS UNIT:	Regional Services

POSITION OBJECTIVES

- To work with member Councils to develop Local waste management plans that are consistent with the DWER guidelines for local government waste plans.
- To undertake research related to the waste plans into waste management strategies, technology, concepts and ideas to ensure that the EMRC and its member Councils are creative and innovative.
- To promote and facilitate the change in consumer behaviour towards the circular economy.

POSITION OUTCOMES

- Develop local government waste plans for all member Councils and the EMRC within the required timeframe
- Monitor waste management and recycling targets.
- Highlight key areas for concern with respect to waste management issues.
- Ensure compliance to waste management strategies.
- Increase and drive desired consumer behaviour.

POSITION REQUIREMENTS

Competencies

- Knowledge of 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 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 liaise effectively with a diverse range of stakeholders.
- Well developed negotiation and conflict resolution skills.
- Well developed project management and implementation skills.

Experience

- Experience in developing project plans and reporting through milestones and achievements.
- Experience dealing with the waste management industry (e.g. contractors, regulators, operators etc.) and negotiating outcomes.
- Experience in interaction with government, local government, industry, academic institutions and the public through seminars, workshops, briefings, negotiations etc.
- Building effective relationships with key stakeholders.

Qualifications

- Tertiary qualifications in the area of Environmental Science, Environmental Engineering, Civil Engineering or other related discipline.
- Contemporary knowledge of waste management principles and the circular economy.

KEY DUTIES / RESPONSIBILITIES

Position Responsibilities

Waste Management Responsibilities

- To work with member Councils to develop local government Waste Plan consistent with the DWER guidelines.
- To consult effectively with key stakeholders in the development of the Waste Management Plans.
- To undertake relevant research into waste management strategies, concepts and ideas to ensure the EMRC and its members Councils are innovative and creative.



- Represent EMRC at Waste Management forums.
- Coordinate the preparation of waste management documentation and reports relating to environmental issues as required.
- Assist with the preparation of presentation materials for conferences, seminars and training sessions for site staff and others associated with the waste management industry.

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

- A00771A – Director Regional Services

Supervision of

- N/A

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.
- Knowledge of environmental law, 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.
- Demonstrated knowledge and experience in waste management and environmental management issues.
- Strong communication and interpersonal skills, including the ability to liaise with clients and influence others.
- Proven project management and time management abilities.
- Current and valid WA 'C' class Drivers Licence or equivalent.



- Current Police Clearance Certificate (in the last 3 months)

Desirable

- Experience with staff supervision including performance management
- Knowledge of Contaminated Sites Assessment
- Knowledge of Local Government operations and procedures.
- Knowledge of community consultation practices.



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.