

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Waste Sustainability and Education Officer	<b>Level</b>	6
<b>Business Unit</b>	Waste Services	<b>Position Number</b>	01480, 01741
<b>Directorate</b>	Infrastructure Services	<b>Date Established</b>	April 2018
<b>Reporting to</b>	Coordinator Waste Services	<b>Date Updated</b>	January 2025

### 2. KEY OBJECTIVES

- Design and deliver behaviour change community waste sustainability and education programs to improve household waste behaviour and community participation in waste minimisation and management.
- Undertake project management activities.
- Provide waste management support and advice to internal and external stakeholders.
- Undertake responsibilities for contingent staffing, for Waste projects and programs.

### 3. KEY ACCOUNTABILITIES

- Timely and accurate delivery of assigned work and projects in accordance with various waste education initiatives and within allocated budget.
- Ensure all project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Ensure community consultation is compliant with the City's Community Consultation and Engagement policy, procedures and timeframes.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure all work is undertaken to a high standard in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices and the Better Bins grant.
- Comply with Work, Health & Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.

#### 4. KEY ACTIVITIES

##### ACTIVITIES

###### **Outcome: Sustainability and Education**

- Develop and implement community education awareness programs and workshops that drive behaviour change related to waste management in the community.
- Work in collaboration with the Communications & Stakeholder Relationships business unit to develop marketing materials designed to promote and educate the community on sustainable waste management practices.
- Provide updates and progress reports on assigned waste sustainability and education programs.
- Contribute to the preparation of funding submissions for grant funded initiatives working towards the successful implementation and/or development of projects.
- Liaise with various officers in other levels of government and non-government organisation to exchange information and/or gather research data, as required.
- Represent the City at various meetings, promotions and presentations with and to residents, community groups, government and professional bodies.
- Proactively establish and maintain cooperative and collaborative relationships with internal and external key stakeholders.
- Actively participate in regional waste partnership initiatives with other local government bodies.
- Actively contribute to process improvement through regular monitoring and review.

###### **Outcome: Project Management**

- Develop project plans including scoping, establishment of deliverables and objectives, budget, project schedule.
- Deliver projects in accordance with agreed scope, timeframe and budgets.
- Monitor the expenditure and phasing of projects.
- Prepare relevant project reporting and documentation.

###### **Outcome: Waste Support and Advice**

- Actively promote the City's waste services, other sustainable waste programs and the City's Waste Management Plan.
- Provide accurate waste management and recycling information and advice to residents, community groups, government authorities and City employees on relevant waste matters.
- Respond to customer queries, issues and complaints verbally and in writing.
- Perform other duties as directed and within the scope of this level and the employee's skills, knowledge and experience.

###### **Outcome: Contingent Staffing**

- Undertake recruitment and selection process.
- Implement and support City EEO initiatives to assist the team in understanding and compliance with EEO legislation, practices and City protocols.
- Provide leadership, support, mentoring and coaching to staff as required.

## 5. **WORK RELATED REQUIREMENTS**

### **Essential Skills, Knowledge, Experience and Qualifications:**

#### **High Level Skills In:**

- Written and verbal communication, including report writing, presentation and facilitation and leading behaviour change.
- Interpersonal, influencing and consultation including the ability to create behaviour change.
- Project management.
- Research and analytical for creating community education.
- Organisational and time management, with proven ability to effectively achieve desired outcomes.
- Computer literacy including Microsoft Office suite of programs.

#### **Sound Knowledge of:**

- Project management principles and practices.
- Community communication, education and promotion.

#### **Demonstrated Experience:**

- Working in a similar role.
- In the development, promotion and delivery of education or community communication.
- Community consultation / public engagement and behavioural change through education.
- Managing projects.
- Contingent staffing solutions including recruitment and selection.

#### **Qualifications/Clearances:**

- Tertiary qualifications in a relevant communications, education or behaviour change field and/or substantial experience in a similar position.
- Qualifications in Project Management or relevant experience.
- Relevant leadership qualifications or equivalent experience.
- Current WA 'C' Class Driver's Licence.
- Current Provide First Aid Certificate (HLTAID011) or willingness to obtain within the first 3 months of appointment to position.

## 6. **EXTENT OF AUTHORITY**

- Exercises a degree of autonomy but advice is available for complex matters.
- Employee responsible for projects and/or functions will be required to establish outcomes to achieve business unit/City goals.
- Contribute to the development of work practices and procedures.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available with required.
- Required to exercise judgment and initiative where procedures, practices or direction are not clearly defined.

## 7. **WORKING RELATIONSHIPS**

### **Level of Supervision:**

- Works under general direction.

### **Internal:**

- Infrastructure Services.
- Communications and Stakeholder Relations.
- Strategic and Organisational Development.
- Library Services.

### **External:**

- Residents and ratepayers.
- Other local governments.
- State and federal government departments (e.g. Department of Environmental Protection).
- Western Australian Local Government Association.
- Mindarie Regional Council.
- Municipal Waste Advisory Council.
- Schools and community groups.

## 8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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