



Position Description

Position Summary

Position Title:	Waste Education Officer
Position Status:	Part-time (two days per week) fixed-term, 12 months
Reports to:	Manager Open Spaces and Resource Recovery
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 12
Remuneration:	Superannuation

Position Objective

- To develop, coordinate and deliver resource recovery education and promotional programs to:
 - educate the community on sustainable environmental practices about recycling, reuse, waste minimisation, disposal and other Council initiatives.
 - influence and improve changes in behaviour patterns with residents, visitors, businesses, schools and the broader community about recycling, reuses, waste minimisation, disposal and other Council initiatives.
- To demonstrate the Ballina Shire Council values as an integral component of your position within Council.

Organisational Relationships

Within Department:	Group Manager Civil Services Manager Open Spaces and Resource Recovery Open Spaces and Resource Recovery staff
Within Council:	General Manager All Council employees
External to Council:	Customers Community organisations and local businesses Government departments Consultants Contractors Employees of other councils

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Build positive relationships through proactively liaising with the community and key stakeholders.
- Provide professional and timely advice to management, staff and the public with respect to waste education matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Waste education

- Develop and implement a waste education plan consistent with the strategic objectives of Council's Waste Management Strategy.
- Work with key stakeholders to develop and deliver a range of resource recovery promotional and education programs to Council, community groups, residents, schools, business and commercial sectors.
- Develop and deliver behavioural change programs with the community about resource recovery practices.
- Develop and implement community engagement strategies and plans for specific resource recovery related activities and service provision.
- Introduce and encourage the adoption of best practice waste management throughout Council operations and the community.
- Investigate and report on resource recovery initiatives, changes in technology/legislation or any other opportunities to improve existing services or standards.
- Coordinate audits of domestic and commercial waste streams to enable accurate reporting and data collection.
- Develop and maintain resource recovery management information in a range of formats.
- Carry out other functions and responsibilities as directed.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Provide monthly reports on the progress and outcomes of resource recovery and education programs.
- Prepare clear and concise reports to manager and relevant governing bodies on issues as they relate to resource recovery education.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Assist in the preparation of waste management budgets and expenditures including progress and activity reports as required.
- Ensure that projects, programs and activities operate within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.

Work Health and Safety and Risk Management

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.

Teamwork

- Participate as a positive team member and contribute to the achievement of organisations goals and objectives.

Continual improvement

- Identify and contribute to process, systems and procedures improvements that deliver quality services and projects.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Relevant tertiary qualifications in Environmental Science, Education, Communications or related disciplines
- Proven experience in developing and delivering community communication and engagement projects aimed at facilitating widespread behaviour change.
- Demonstrated working knowledge and understanding of waste management.
- Class C drivers licence with a good and safe driving record.
- Demonstrated experience in project management and the ability to undertake a number of projects simultaneously
- Proven excellent communication skills, both verbal and written, with the ability to deliver presentations, workshops and foster participation in the implementation of waste education programs and initiatives.
- Proven commitment to the provision of courteous and professional customer service.
- Demonstrated computer literacy with experience in the MS Office suite of software.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Demonstrated computer literacy, with experience in Adobe software suite, to create educational / promotional material and reports.
- Commitment to continuing professional development.



Information Package

Waste Education Officer (part-time, fixed-term 12 months)

APPLICATIONS CLOSE: Friday, 16 February 2018

Position Overview

Reporting to the Manager Open Spaces and Resource Recovery, this position will be responsible for the development, coordination and delivery of promotional programs to:

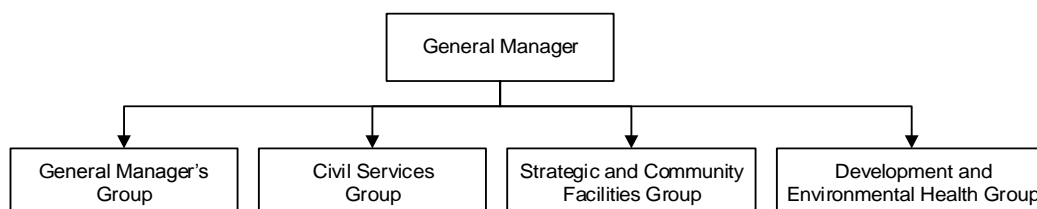
- o educate the community on sustainable environmental practices about recycling, reuse, waste minimisation, disposal and other Council initiatives.
- o influence and improve changes in behaviour patterns with residents, visitors, businesses, schools and the broader community about recycling, reuses, waste minimisation, disposal and other Council initiatives.

You will be an experience educator who can demonstrate knowledge of and a passion for the waste management industry, including waste minimisation and behaviour change strategies.

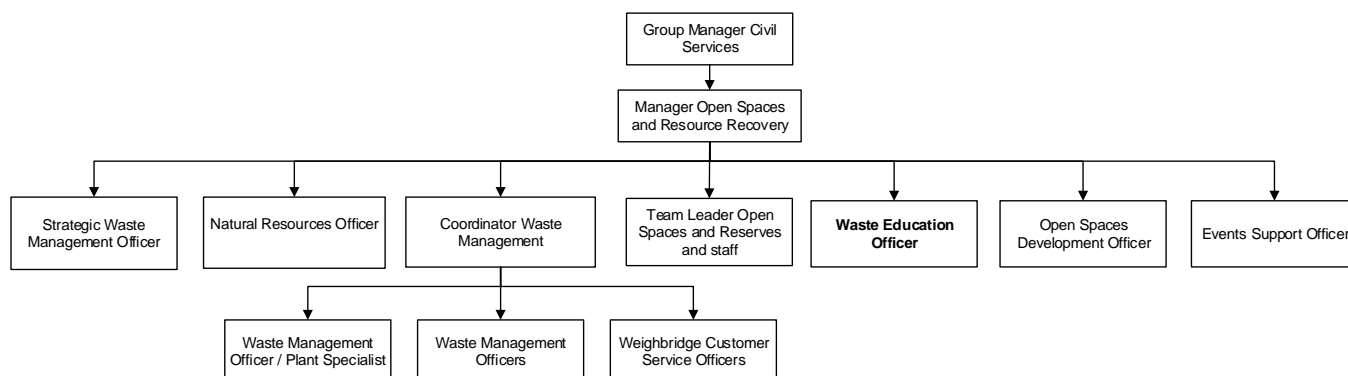
This position is a grant funded placement for a fixed term of up to 12 months.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Waste Education Officer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position.
- Blood and Urine Test – to determine immunity to Hepatitis A and Hepatitis B, and to test for the presence of drugs and/or alcohol.

Hours of Work

Normal hours of work for this part-time position are 14 hours per week spread across two days.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award 2017. The part-time position of Waste Education Officer is assessed at Grade 12 under Council's salary structure, and provides an annual salary range of \$25,800 to \$29,600 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, Council employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Coordinator Waste Management are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Waste Education Officer is as follows:

Closing date:	Friday, 16 February 2018
Interview date:	Week commencing 5 March 2018
Candidates notified:	Week commencing 12 March 2018

For further information on this recruitment process, please refer to the Information for Job Applicants sheet or contact Council's Human Resources section on 02 6686 1430.