

## POSITION DETAILS

<b>Position Title:</b>	Waste Projects Co-ordinator	<b>Grade Band:</b>	9
<b>Dept/Directorate:</b>	Waste – City Works & Infrastructure	<b>Position Status / Hours per Week:</b>	Permanent / 35 hours

## PRIMARY PURPOSE OF THE POSITION

Within the Waste Section and across its relevant accountabilities your primary purpose is to:-

- Develop and implement waste reduction strategies, programs and projects in accordance with Council's Waste Management Strategy and the EPA Waste & Sustainability Improvement Program Initiative with the following outcomes:
  - Identify ways of dealing with Problem waste – mattresses, chemicals, batteries
  - Encourage participation in reuse programs
  - Reduce Contamination in recycling bins
  - Increase Waste Avoidance/Landfill Diversion
  - Reduce incidence of litter and illegal dumping
- Work as part of a team to:
  - Develop, review and implement the annual waste education/communication plan ensuring that all outcomes of the Waste Strategy are met
  - Develop and implement specific waste communication programs and resources including media release, advertisements and articles for specific groups within the community including culturally and linguistic diverse (CALD) population, schools, high schools and university to promote waste and recycling initiatives.
  - Support Contract administration and compliance of domestic and commercial waste as and when required
  - Conduct Community events in accordance with the requirements of the Waste Management Strategy
  - Identify potential sources of funding for projects and complete applications for securing such funding
  - Provide statistics of programs and events and prepare reports accordingly
- Represent Council at meetings and waste forums where required

## SELECTION CRITERIA

### Education / Qualifications

- Tertiary Qualifications in Waste Management, Environmental Management , Project Management or equivalent technical skills and experience in waste management.

### Experience/Specific skills

- Proven project management skills with demonstrated ability to research, develop, implement, coordinate and manage projects within quality, time and cost requirements
- Proven skills in developing advertising and promotional material and carrying through to production
- Proven ability to develop and implement a targeted marketing & information campaign
- Experience in coordinating and managing waste and recycling programs
- Knowledge of waste and resource recovery initiatives
- Strong level of computer literacy using MS applications including publishing software
- Proven ability to develop conceptual artwork for both waste & recycling initiatives and manage through production and advertising process
- Ability to apply WHS principles and objectives in the workplace
- Current driver's licence

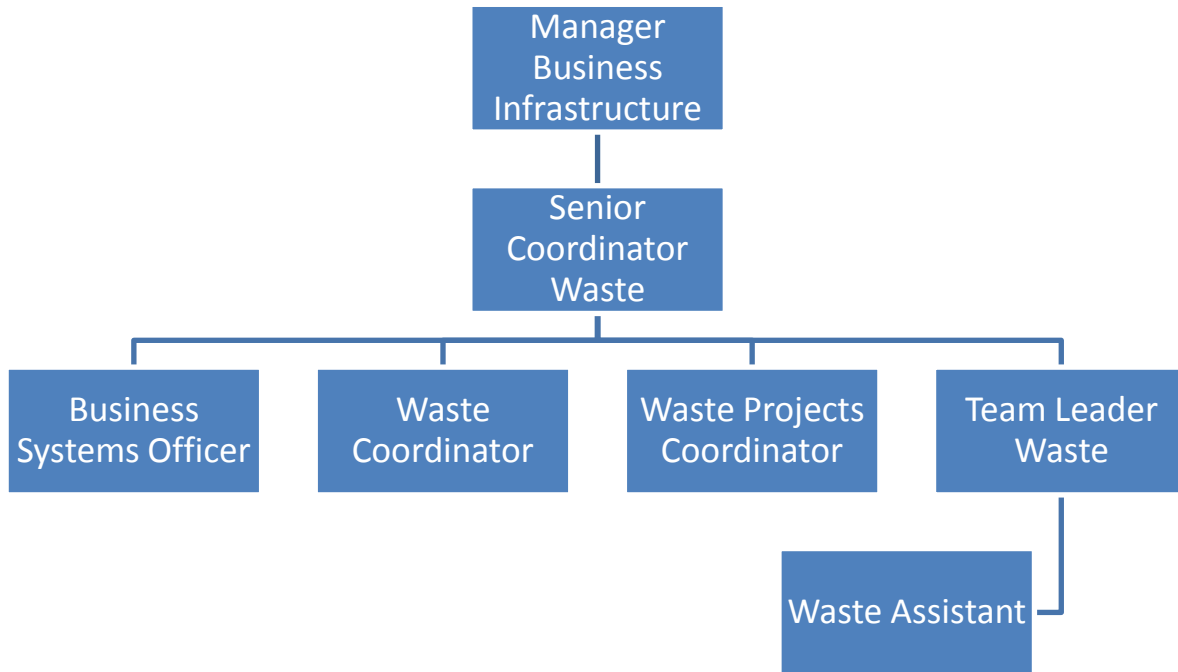
### Personal Attributes

- Creative and able to develop concepts for advertising and promotional purposes
- Strong customer service focus
- Enthusiastic and co-operative disposition
- Strong teamwork approach
- Shows initiative and able to problem solve

### Desirable Qualifications, Experience and/or Skills

- Industry experience in domestic or commercial waste services.
- Demonstrated achievements in developing promotional and support material for a wide range of waste management campaigns
- Ability to liaise with the Asian Community

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works & Infrastructure Directorate of the organisation.

- Domestic waste, recycling and kerbside service
- Waste education service

## CORPORATE ACCOUNTABILITIES

**The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.**

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter

## CORPORATE ACCOUNTABILITIES

8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM-CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures to your Supervisor

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### **Safety**

We work safely at all times to prevent injuries to ourselves, our team and members of the public

### **Teamwork**

We work together with respect and support

### **Ethics**

We are honest, responsible and accountable for our actions

### **Professionalism**

We deliver effective service to the community with consistent decision-making

Employee's Name	
Employee's Signature:	
Date:	