

POSITION DESCRIPTION

WASTE EDUCATION OFFICER	
POSITION NUMBER	2050
DIRECTORATE	Environment & Planning
SECTION	Environment, Health & Regulatory Services
REPORTS TO	Team Leader Waste
DIRECT REPORTS	Nil
GRADE	12
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	November 2017
DATE LAST UPDATED	November 2017

1. PURPOSE OF THE POSITION

- 1.1 To develop, implement and deliver community education on a range of waste management, minimisation and recycling initiatives.

2. KEY ACCOUNTABILITIES

- Development and implementation a Waste Education Strategy on a range of waste management, minimisation and recycling issues applicable to the Local Government Area.
- 2.2 Prepare and deliver waste management, minimisation and recycling education programs and events for school, business and community groups, including CALD groups.
- 2.3 Participate and promote waste management, minimisation and recycling education through local community events, workshops and festivals. This may require some after hours and weekend work
- 2.4 Assist in the review of waste management, minimisation and recycling procedures
- 2.5 Provide specialist advice and reports relating to waste management, minimization and recycling matters associated with development applications or other key projects within the organisation
- 2.6 Assist in the collection of data and preparation of the waste management, minimisation and recycling component of all statutory reporting requirements
- 2.7 Liaise with applicable government authorities, research and obtain information on technical or policy matters as required, and ensure that any changes to legislative requirements are incorporated into the relevant policies and procedures of Council.
- 2.8 Explore initiatives to expand and improve customer service levels.
- 2.9 Attend training programs / seminars as required by the Coordinator.
- 2.10 Present a positive image of Council to the community by dealing with the public in a professional and pleasant manner and by responding to requests/enquiries in a timely fashion.

- 2.11 Maintain appropriate records through the preparation of reports and correspondence, the keeping of registers and statistics.
- 2.12 Perform other duties as may be directed by the Coordinator of Environment, Sustainability and Waste and Manager Environment, Health and Regulatory Services
- 2.13 Work with internal stakeholders to increase waste minimisation and recycling practices within Council.

3. KEY MANAGERIAL ACCOUNTABILITIES

Communication

- 3.1 Communicate to all in a clear and concise manner both written and verbal.
- 3.2 Promote cross organisational communication and collaboration.
- 3.3 Foster good working relationships with external and internal stakeholders.
- 3.4 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.5 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.6 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.7 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.8 Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
- 3.9 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.10 Manage operations and resources for cost effective achievement of team goals.
- 3.11 Prepare, manage and take accountability for financial budgets within the program.
- 3.12 Identify and implement customer service initiatives.
- 3.13 Effectively manage systems to optimise the use of resources.
- 3.14 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.15 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.16 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.17 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.18 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.
- 3.19 Other duties as required.

4. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

5. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community
- 8.2 Provide effective service to internal customers
- 8.3 Present a positive image of council

9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

10. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

11. SELECTION CRITERIA

Essential

- Tertiary qualifications in Environmental education or similar field.
- Knowledge, understanding and experience in interoperating Environmental and Waste Management legislation.
- Excellent presentation and training skills.
- High-level verbal and written communication skills.
- Proven mediation, negotiation and conflict resolution skills and ability to liaise effectively and professionally with external bodies.
- Ability to work autonomously to meet given targets and to work well and contribute proactively within a team environment.
- Flexibility to work outside of an in addition to normal hours of work.
- Ability to provide efficient and effective customer service;
- Sound expertise in Microsoft Office applications.
- Class C Drivers License.

Desirable

- Ability to speak a community Language – i.e. Cantonese, and or Mandarin

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____