

Position description

Resource Recovery Education Officer

Division:	Liveable Communities
Department:	Engagement, Communication and Education
Reports to:	Education Coordinator
Number of direct reports:	Nil
Location:	Taree
Grade:	8
Employment status:	Permanent, full time
Hours of work:	35
Date approved:	May 2020

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position is responsible for the development, delivery and evaluation of effective education programs designed to result in behavioural change in the areas of waste diversion, recycling and reuse. Programs will be developed in line with MidCoast Council's waste education strategy and delivered to the local community, schools, businesses and industry.

Key Accountabilities & Duties

- Plan and design programs with a focus on influencing attitudinal and behavioural change in relation to waste diversion, recycling and reuse
- Deliver education programs for schools, community, business and industry aligned to the objectives of the MidCoast Council waste education strategy

- Evaluate and report outcomes of education programs delivered.
- Apply evidenced based practice to modify and improve programs that enhance behavioural outcomes in areas of waste avoidance, waste diversion and correct recycling
- Actively increase the awareness of correct recycling through the coordination and delivery of education, communication and marketing activities.
- Work with key stakeholders to develop and deliver a range of promotional and education programs to community groups, residents, schools, business, tourism and commercial sectors
- Deliver a range of incursions and excursions on sustainable waste management and reuse to schools
- Introduce and encourage the adoption of best practice waste management throughout council operations and the community
- Develop and maintain positive, productive partnerships with the local education sector
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria





1. A degree in education, community engagement, behavioural science or relevant field.
2. Demonstrated experience in planning, developing and implementing innovative and effective community education programs and campaigns leading to behavioural change.
3. Demonstrated experience at presenting and facilitating sessions.
4. Highly developed project management experience.
5. Strong level knowledge of community behavioural change and education programs.
6. Highly developed verbal and written communication skills.
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☒ No ☐