

POSITION DESCRIPTION

<p>Position Title Waste Education Support Officer Part time maximum term contract for one year (0.4 FTE – Flexible arrangements)</p>	<p>HR5146</p> <p>Position Level Level 4 – City of Bunbury Employees 2022 Enterprise Agreement</p>	<p>Reports to Coordinator Waste Operations</p>
<p>Role of position Support the delivery of high quality and effective waste education and awareness programs that contribute to building a more sustainable City by implementing and managing projects identified in the City of Bunbury, Waste Services Waste Management Plan.</p>		
<p>Accountabilities</p> <ul style="list-style-type: none"> • Provide advice and information in relation to waste education. • Support the delivery of Council’s waste education programs with a focus on delivering relevant actions of the Management Plan and in line with grant funding opportunities and requirements • Provide advice and support to City Run Events in the form of Waste Education and sorting displays. • Assist with the production of promotional material in relation to waste education, including brand design, display information and waste guides. • Facilitate the distribution of promotional content using a range of delivery methods and media platforms. • Liaise with the Waste Education and Landfill Division to promote the City's achievements in waste education • Support the implementation of actions from the Plastic Reduction Plan. • Support waste education programmes in local schools and education facilities. • Foster partnerships within the community to support the delivery of effective waste education programs. • Support the delivery of anti-littering initiatives (Clean up Australia Day, Adopt a Roadside EPA Report Litter, DumpIn Data etc). • Assist with the organisation of the community Clean Up during the Clean Up Australia Day week (March long weekend). • Ensure positive, open and transparent communication about waste initiatives with industry and residential stakeholders. • Respond to telephone and email enquiries from members of the public. • Be aware of priorities for education programs and contribute to broader planning to achieve Council waste targets and strategic objectives. • Assist with the development, coordination and promotion of regional waste education communications and marketing, including weekend and evening events as planned. • Assist with bin tagging and audit programs including data analysis. • Undertake data entry, analysis and compilation of reports • Assist with general Waste Education activities as required. 	<p>Internal Relationships</p> <ul style="list-style-type: none"> • All City of Bunbury employees <p>External Relationships</p> <ul style="list-style-type: none"> • City of Bunbury Residents • State and Federal Agencies • Local Government Agencies • Industry Stakeholders • Local schools, community groups and Not-for-profit organisations <p>Financial Accountabilities and Delegations</p> <ul style="list-style-type: none"> • Acts within established practices • Freedom to act within policy and procedures • Assistance readily available when required <p>Personal Attributes</p> <ul style="list-style-type: none"> • Developed attention to detail and data accuracy. • Excellent interpersonal and communication skills • Proficient on Microsoft Office Suite applications • Strong literacy and grammar skills • Ability to work independently with initiative and dedication. 	
<p>Essential Criteria</p> <ul style="list-style-type: none"> • Education or Waste Management industry experience, demonstrated by one or more of the following: • (a) Certificate II or a non-trades Certificate III, however described and formal training or extensive experience in supervision. (b) completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or (c) knowledge and skills gained through on-the-job training. • Well-developed communication skills including the ability to deliver presentations and workshops and foster staff and community participation in the implementation of waste education programs and initiatives. • General knowledge of Equal Employment Opportunity, Diversity and WHS Acts and WHS regulations. • Excellent presentation and public speaking skills. • Current First Aid Certificate (or able to obtain one) • Working with Children Check (or able to obtain one) • Current C Class Drivers Licence • Ability to work weekends and after normal business hours as required 	<p>Desirable Experience</p> <ul style="list-style-type: none"> • An understanding of the principles of community based social marketing techniques that foster community behavioural change. • Awareness of waste minimisation and sustainability issues in WA. 	

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: