

POSITION DESCRIPTION

Position Title Waste Education Support Officer Part time maximum term contract for one year (0.4 FTE – Flexible arrangements)	HR5146 Position Level Level 4 – City of Bunbury Employees 2022 Enterprise Agreement	Reports to Coordinator Waste Operations
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.		
Accountabilities <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. 	Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <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 Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices • Freedom to act within policy and procedures • Assistance readily available when required Personal Attributes <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. Desirable Experience <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. 	
Essential Criteria <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 		

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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 policies 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: