

Position Description – Waste Education Officer

Position Number:	9003
Directorate:	Planning and Sustainability
Business Unit:	Sustainability and Resilience
Hours Per Week:	35
Award:	Local Government (State) Award
Grade (SAS):	16
Location:	Civic Centre
Reports To:	Manager Sustainability and Resilience
Direct Reports:	0

Our Values



Customer focus

We listen to the needs and wants of our customers and provide exceptional customer service



Integrity

We are fair and consistent in our actions, and we act ethically, honestly, responsibly and respectfully



Consultation

We seek to understand before acting and are sensitive to residents' needs and situations



Leadership

We focus attention on what is really important, lead by setting a good example and seek to improve outcomes, processes and relationships



Equity

We deal equally and honestly with customers and each other

Position Overview

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

This is a child related employment position in accordance with the Child Protection (Working with Children) Regulation 2013. It is an offence for a prohibited person to apply for or occupy this position.

Principal Accountabilities

- Develop, implement and evaluate waste education resources and programs targeted to different stakeholder groups including but not limited to residents, local schools, body corporates, and managing agents.

- Undertake research to understand community needs and identify and implement strategies to engage the community in waste avoidance, recycling and reuse, and the prevention of illegal dumping.
- Support the Waste Contract Coordinator in the day-to-day management of the Domestic Waste Service as needed.
- Provide timely and quality advice on waste and resource recovery initiatives to Management and the Executive.
- Undertake other relevant duties that promote the delivery of Council's sustainable waste management objective as directed by the Manager – Sustainability & Resilience that are consistent with the employee's skill, competence and training.

Key Organisational Accountabilities

- Abide by the principles of Council's Code of Conduct – and other Council policies and procedures – in the carrying out of all Council duties: integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness.
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times.
- Foster innovation through seeking to improve outcomes, processes and relationships.
- A commitment to ensuring the organisation is child safe.
- Identify, assess and manage all risks associated with the function.
- A commitment to Council's Fraud and Corruption prevention strategy.
- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence.
- Always ensure your actions contribute to a safe and healthy workplace.
- Use and properly maintain appropriate safety clothing and personal protective equipment.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

Essential

- **Tertiary Qualifications in environmental studies, education or related discipline; or equivalent demonstrated experience and knowledge (consideration will be given to the appointment of an applicant that is currently undertaking their tertiary studies, but is yet to complete them).**
- **Proven high level verbal and written communication, with the ability to address and lead small groups and write complex reports.**
- **Demonstrated ability to work independently with minimal supervision.**

- **Demonstrated ability to develop implement, and evaluate education programs.**
- **Demonstrated ability to undertake multiple projects concurrently and meet set deadlines.**
- **Proven ability to provide sound advice to customers on waste and sustainability issues.**
- **A current 'Paid Worker - Working with Children Check' clearance (NSW) or willingness to obtain one.**
- **Class C Driver Licence.**

Desirable

- Demonstrated ability to prepare and implement grant submissions.
- Proven research, analytical and organisational skills.
- Demonstrated ability to sustain partnerships with key stakeholder groups.
- Proven customer service focus.

Other

- Position Holder in this position will be subject to relevant and ongoing probity checks as determined by Council.
- This position is covered under the Local Government (State) Award and is subject to an annualised salary which includes the requirement to work reasonable additional hours.

Signature

Position Holder: _____ Date: _____

Reviewed and Finalised

Date: October 2026