

Information Pack

Waste Services Officer

Applications must be received by 4pm, Friday 16 October 2026

Your application must be lodged online – [City of Rockingham Jobs List](#)

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Requirements of the Position

The specific skills, knowledge, experience and qualifications required for this role are listed in the "Requirements of the Job" section of the position description (contained within this pack).

As part of your application please tell us about your experience against the essential requirements.

You are welcome to provide any other information on your experience, skills and knowledge you feel is relevant to this role.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333.

We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Millar Road Landfill Facility, Millar Road, Baldivis
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	Between \$86,797 and \$92,879, and based on the skills and experience you bring to the role
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. We offer flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum, accrued as you work
Sick Leave	76 hours per annum, accrued as you work
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a Nationally Coordinated Criminal History Check (NCCHC) – this is an online process and you will be contacted by our provider. The cost of the NCCHC is paid by us. A prior conviction is not an automatic barrier to employment with us. The Human Resource Development team will assess each case on merit. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by us.

Position Description



Title:	Waste Services Officer
Tenure:	Permanent, Full time
Division:	Corporate Services
Level:	4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Coordinate various Waste Services programmes and provide accurate data for reporting of all Waste Services
 - Provide operational support to the Manager Waste Services, including procurement and administration
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Organisational Relationships

Reporting to:	Manager Waste Services
Responsible for:	Nil
Membership of:	Waste Services Team
Liaison with:	Managers, City of Rockingham teams and customers and clients

Organisational Chart

Manager Waste Services

Waste Services Officer

Key Responsibilities

Administration

- Manage, in conjunction with the Manager Waste Services, the quarterly Levy reporting to the Department of Water and Environmental Regulation
- Assist in data collection and report preparation, including internal reporting and external stakeholders reporting
- Organise internal and external training for all Waste Services and as directed by the Coordinators and/or Manager of Waste Services
- Procure goods and services in accordance with the City's policies and procedures including developing tender documentation
- Assist in review of budget income and expenditures and financial management of the facility
- Assist in the creation, development and implementation of executive standards and procedures
- Develop and maintain relationships with customers and key industry stakeholders to promote the Millar Road Landfill Facility and promote business development
- Monitor and report on customer service performance at Waste Services and make recommendations on improvements and/or innovations
- Develop a working knowledge of the weighbridge information system to provide support as required
- Process tasks and effectively manage customer requests and complaints promptly and professionally through effective questioning and action to ensure an acceptable outcome with effective follow through, including referral and escalation when required
- Conduct contract management tasks including:
 - o Administer and maintain contracts from execution through to completion
 - o Review contract deliverables, milestones, variations, extensions, and renewals
 - o Ensure contract documentation is accurate, current, and appropriately filed
 - o Track contract expiry dates and coordinate extension or renewal processes
- Coordinate procurement activities from planning through to contract award including:
 - o Source quotations, tenders, and proposals in accordance with approved procurement processes
 - o Prepare procurement documentation, specifications, scopes of work, and evaluation criteria
- Promote best practice and quality improvement programmes and activities within the team

Waste Services Programmes

- Coordinate the household hazardous waste (HHW) programme and maintain HHW database
- Coordinate all recycling collections both internally and externally, including paint, car batteries, oils, scrap metal, mattresses, cardboard and polystyrene
- Coordinate the implementation of initiatives on the City's Waste Plan in conjunction with the Sustainability Team

- Work in conjunction with the Sustainability team to deliver waste education initiatives at Millar Road Landfill Facility
- Assist in reviewing and coordinating of waste plans and waste audits as required
- Respond to and prepare waste requests responses and implement waste promotion activities on behalf of the City
- Record, maintain and retrieve waste data from various databases/ registers on a range of parameters for reporting purposes, including recording and managing waste data in the Mandalay program (or relevant corporate software)

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
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Requirements of the Job

Skills and Knowledge

Essential

- Sound knowledge of waste and landfill operations
- Sound literacy and computer skills, with a good working knowledge of the Microsoft Office suite particularly Word and Excel
- Ability to research, analyse and compile detailed information
- High level of communication skills
- Developed interpersonal, public relations and public speaking skills
- Sound estimating and numeracy skills
- Developing knowledge of risk management practices and principles
- Knowledge of the *Work Health and Safety Act 2020* (WA)

Desirable

- Knowledge of weighbridge information systems software

Experience

Essential

- Strong relevant industry experience
- Knowledge of WA Waste Classifications, Waste Regulations and State Waste Strategies
- Sound experience in office administration
- Sound experience in a customer focussed environment

Qualifications, Certifications and Licences

Essential

- Current 'C' class driver's licence

Desirable

- Formal tertiary qualification in a field relevant to waste management e.g. Certificate III in Waste Management or related science field
 - Certificate III in Business Administration
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Scope of Position

- Works under the general direction of Manager Waste Services
 - Provides support to senior employees
 - Undertakes activities that may require exercise of judgment where procedures are not clearly defined
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Certification

Approved by	Manager Waste Services	Date reviewed	September 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume

(Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Covering Letter

(Recommended)

Tell us how your experience, skills, knowledge and qualifications align with the essential Requirements of the Job, as specified in the position description.

You may wish to emphasise other strengths and achievements that are relevant to this role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You can attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

If you have any queries

Please contact a member of the Human Resource Development Team jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
