ROLE DESCRIPTION

Waste Education Project and Policy Officer

Directorate	**Communities & Place**	Position Number	**300573**
Branch	**Waste & Environmental Sustainability**	Position Status	**Full Time**
Section	**Waste Services**	Position Grade	**I**
Reports to	**Coordinator Waste Services**	Band/Level	**Band 3, level 2**
Direct reports	**Nil**	Award	**Local Government (State) Award**
Indirect reports	**Nil**		
Date Authorised	**29/09/2025**	Budget	

PRIMARY PURPOSE OF THE ROLE

To educate and assist the community to minimise waste, increase recycling, decrease contamination, and adopt best practice in relation to waste management.

To help drive projects relating to waste change and assist in the administration and compliance of these projects, including sourcing and management of grants. The position will also actively develop Council's waste policy and framework, with an emphasis on evolving Council's Waste Management Strategy and coordinating waste education.

KEY ACCOUNTABILITIES

1. Develop and facilitate workshops, presentations, and programs / events to encourage waste minimisation and recycling and promote awareness of waste disposal processes and contamination issues for schools, businesses and the community.
2. Develop, manage, and implement educational material and programs to encourage waste minimisation and diversion from landfill and community engagement with recycling and sustainability.
3. Identify, apply, and secure grant funding for waste enhancement programs related to Environmental Protection Authority (EPA) and any other potential funding sources. The position will drive projects relating to waste and assist in the administration and compliance of these projects.
4. Prepare media releases, campaigns**,** and social content in collaboration with Councils Media and Communication team.
5. Develop Council's waste policies and procedures to help minimise contamination and deal with issues directly with residents within proposed guidelines, in consultation with Domestic Contractor and Council.
6. Work in partnership and collaborate with Council, industry and partners through relevant regional / national events and campaigns. Represent Council in resource recovery and waste management industry related forums to share knowledge with other Councils, waste groups and commercial operators and State agencies.
7. Coordinate and manage the delivery of waste initiatives and events such as the bulk waste collection service, Chemical Clean out, Garage Sale Trail and Clean-up Australia Day activities.

Note: This position description does not form an exhaustive list of your duties. An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Adapt to changing processes, waste streams and environment
2. Build awareness and capability in community members to engage in reuse and recycling activities
3. Stay abreast and predict changes in the waste industry that will impact waste services and resident participation.

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Coordinator waste services	• Reporting line • Collaboration and assistance of projects and campaigns
Media and Communications	• Alignment of media campaigns and content
Environment and Sustainability	• Collaboration of events and media campaigns

External

Who	Why .
EPA NSW	• Management of grant funding, reporting of existing funding streams
CRJO (Canberra Regional Joint Organisation)	• Representative member for Wingecarribee Shire Council, and for the collaboration of resources
Other Local Council Waste Education Officers	• Sharing learning opportunities, how to approach challenges relating to the waste education role.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1.	Degree in Communications, Environmental Science or related field and Certificate IV Training and Assessment.
2.	Experience in the education and promotion of waste services, environmental / sustainability
3.	Proven education and presentation skills to prepare visual material and educational displays / demonstrations.
4.	Working knowledge of waste legislation, regulations, and government policy with proven experience in securing grant funding for waste enhancement programs.
5.	Effective written and verbal communication skills adaptable to various audiences
6.	Knowledge and experience of workplace risk and applying Workplace Health and Safety principles using safe systems of work in waste management activities.
7.	Demonstrated computer literacy with Microsoft Office including Word, PowerPoint, Excel, and Outlook.

ESSENTIAL REQUIREMENTS

- Maintain unrestricted C Class drivers licence
- Being able to physically meet the requirements of the role as detailed within
- Participate in Wingecarribee Shire Councils random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities
- Working with Children Check (WWCC)
- Complete immunisation record of Tetanus

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	**Frequency**
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional

Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Occasional
Sensory Demands	**Frequency**
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Infrequent
Touch - Use of touch is an integral part of work performance	Occasional

Psychosocial Demands	**Frequency**
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. irate customers	Occasional
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent
Environmental Demands	**Frequency**
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Occasional
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Occasional
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Infrequent
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

CAPABILITIES FOR THE ROLE

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 for all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
 **Personal Attributes**	☐	Manage Self	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Display Resilience and Adaptability	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Act with Integrity	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	✔ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Relationships**	✔	**Communicate and Engage**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	✔ Advanced	☐ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Work Collaboratively	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	✔ Advanced	☐ Highly Advanced
	✔	**Influence and Negotiate**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
 **Results**	☐	Plan and Prioritise	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Create and Innovate	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Deliver Results**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
 **Resources**	☐	Finance	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	✔ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	☐ Foundational	✔ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Workforce Leadership**	☐	Manage and Develop People	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Relationships Influence and Negotiate	**Adept**	• Builds a network of work contacts/ relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Relationships Communicates and Engage	**Adept**	• Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results Deliver Results	**Adept**	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done

Template created by	Name	Date

FORM SUBMISSION
People and Capability

People and Capability Office Use only

Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature Date enter a date.