ARMIDALE Regional Council

Careers



Waste Support Officer

Job No: JR342	**Employment Status:** Full time
Location: Armidale	**Closing Date:** 17 November 2026

Help shape cleaner, safer spaces through smart waste solutions

Let's start with the important stuff. This role includes:

- **Salary from $1,420** per Week (plus super) based on a 35-hour week.
- Flexible working provisions and a 9-day fortnight
- Generous leave entitlements.
- Access to a range of physical and mental wellbeing initiatives, including discounted gym memberships and free, confidential support through an independent Employee Assistance Program (EAP)

The Role

Armidale Regional Council is seeking a Waste Support Officer to provide high-level administrative and customer service support to the Regional Waste Team. In this role, you'll assist the Manager with critical tasks, coordinate meetings, responding to customers, and manage general correspondence. You'll also engage with internal and external stakeholders to advance waste minimisation and resource recovery, aligned with Council's sustainability goals.

Your responsibilities will include operational and project support, continuous improvement, and contributing to a strong safety culture. You'll play a key role in enhancing Council's essential waste service delivery and sustainability, while upholding our core values of wellbeing, inclusion, commitment, and transparency.

About You

To thrive in this role, you'll bring at least two years' experience in administration or customer service, along with a strong understanding of waste minimisation, resource recovery, or environmental management. Your well-developed writing skills will support the creation of reports, correspondence, and meeting documentation, while your organisational and problem-solving abilities will help you manage competing priorities with confidence.

You're someone who communicates effectively, maintains confidentiality, and builds positive relationships with both internal teams and the community. If you have tertiary qualifications in Environmental Management or Education, experience in grant writing, or have delivered environmental campaigns, that's a bonus.
At Council, we value people who take pride in their work, support their teammates, and care about making a real difference. If that sounds like you, we'd love to welcome you to the team.

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Want to help shape a better future for your community and work with a great bunch of people? Come join the Information Technology team – find out how below!
In your application, tell us about…

- Why do you want to work at Armidale Regional Council?
- Please tell us about your qualifications and experience relevant to the role
- What makes you the best candidate for this role?

Please include a covering letter and a CV. We also ask that you upload a video of yourself (no longer than 3 minutes*) answering the following:

- Briefly introduce yourself
- What's something people might be surprised to learn about you?
- How do you handle confidential or sensitive information in your workplace?

Please note: only .mov, .mp4, .wmv, and .avi files are accepted, with a maximum file size of 50MB.

Interviews are scheduled for Thursday, 3 December 2026. Shortlisted candidates must be available on this date.

Please note:

- *Only the five (3 written, 2 video) questions need to be addressed in your application, however your resume and cover letter will be assessed against the full list of Essential Criteria located within the Position Description attached to this advertisement.*
- *You will also be required to attach PDF copies of your qualifications, tickets &/or accreditations to your application.*

Are you ready to be part of reviving the region by joining the Waste team?

- If you would like further information on the role, please contact Cecil Corloncito, Waste Contracts Coordinator on 0438 524 541 for a confidential discussion.
- Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.
- Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click Here.