

POSITION DESCRIPTION

Position: CIRCULAR ECONOMY OFFICER

Employment Status: Full Time

Position number: 1333

Directorate: Infrastructure and Development

Unit: Operations

Classification: Band 6

Date adopted/reviewed: 05/10/2026

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THE UNIT

The Operations Unit incorporates the Waste and Recycling Team, Works Team and Climate Change Team. The unit focuses on ensuring the sustainability and longevity of waste management and related services, and the construction and ongoing maintenance of roads, bridges, drainage and infrastructure.

The Waste and Recycling Team ensures that the Mount Alexander community has appropriate, effective and efficient waste management services. The team is responsible for kerbside collection and bulk hauling contracts, management of closed landfills, management and operation of transfer stations and associated contract, development of waste infrastructure (as applicable), and circular economy programs and initiatives related to maximising resource recovery and improving the delivery of waste management services.

POSITION OBJECTIVES

The Circular Economy Officer is responsible for the delivery of projects and initiatives to support the delivery of Council's Waste Management Strategy 2023-2033.

Reporting to the Waste Management Coordinator, the role is responsible for developing and managing projects, programs and initiatives to drive circular economy locally, to improve recycling, reduce waste and increase resource recovery within existing and future service changes.

The role is responsible for delivering education, communications, and projects that support Council's kerbside service changes and ongoing community education needs. This includes promoting the effective use of kerbside services, with a continuous focus on contamination reduction, resource recovery, and waste avoidance.

The position requires working with employees at all levels across council, community groups, businesses, regional networks and government agencies.

KEY RESPONSIBILITIES AND DUTIES

Circular Economy Programs and Projects

- Support the delivery and implementation of Councils kerbside service changes.
- Annually plan and deliver, circular economy, waste minimisation and resource recovery programs and initiatives.
- Drive and support the transition to a circular economy across Council staff, operations, and procurement activities.
- Contribute to the review and implementation of Council strategies, policies and action plans relating to waste management, sustainability and circular economy principles.
- Identify circular economy funding opportunities and assist with the preparation of grant applications and project acquittals.
- Monitor project delivery, budgets, timelines and performance outcomes.

Community Engagement and Education

- Plan and deliver Council's education and communications materials to support kerbside service changes to introduce a weekly Food Organics and Garden Organics (FOGO) service and switch from a weekly to fortnightly waste service by 1 July 2027. Includes ongoing service information updates and changes through all Council communications avenues.
- Develop behaviour change strategies, programs, and initiatives to:
 - increase reuse and repair
 - minimise waste
 - reduce contamination
 - increase waste diversion
- Plan, deliver and facilitate workshops, events, campaigns and engagement activities for residents, schools, community groups, local businesses and council staff.
- Work with relevant stakeholder to design and deliver educational materials, digital and print communication collateral, presentations and reports.

Stakeholder Partnerships

- Build productive relationships with government agencies, neighbouring councils, regional waste groups, industry representatives and community organisations.
- Participate in regional collaborations and working groups to support shared sustainability objectives.
- Support local businesses and community organisations to adopt circular economy principles and practices.

Research and Policy Support

- Monitor emerging trends, legislation, policies and best practice relating to circular economy and resource recovery.
- Undertake research and analysis to inform Council decision-making.
- Assist in preparing reports, briefings and recommendations for management and Council.

Data Collection and Reporting

- Collect, analyse and report on program outcomes and key performance indicators.
- Maintain accurate project records and databases.

- Contribute to annual reporting requirements and grant reporting obligations.

Customer Service

- Respond to enquiries from residents and stakeholders regarding waste, kerbside services, recycling and circular economy initiatives.
- Respond to customer requests including ongoing support and training for waste operations and customer service staff.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency, you may be directed by your manager to participate in duties not normally assigned to you.

ORGANISATIONAL RELATIONSHIPS

Reports to: Waste Management Coordinator

Supervises: Nil

Internal liaisons:

- Waste Management Team, Climate Change Team, Economic Development
- Engagement and Customer Experience Team
- Procurement and Finance Teams
- Other organisational units as required

External liaisons:

- Residents and community groups
- State and other local governments
- Local businesses and industry
- Regional waste and resource recovery organisations
- Educational institutions
- Contractors and service providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for development and delivery of behaviour changes, education and engagement programs including program budgets.
- Compliance with all relevant statutory responsibilities as assigned by Council and the State Government.
- Achievement of program objectives and satisfactory performance within area of responsibility.
- The provision of professional advice internally and to community groups and residents.
- Accountable for the research and development of relevant policies and analysis and application of government policies.
- Working with community members, groups and other stakeholders to resolve issues and build capacity.
- Freedom to act is subject to regulations and policies with regular supervision.

JUDGEMENT AND DECISION MAKING

- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.
- Ability to improve and/or develop methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS AND KNOWLEDGE

Core Knowledge and Technical Capability

- Strong knowledge of waste and resource recovery, circular economy principles EPA regulations, local government, and waste related legislation and policy.
- Ability to research and assess emerging issues and opportunities in waste and circular economy.
- Sound understanding of waste education and behaviour change, industry and circular economy principles.
- Knowledge of Federal and State Government policies, codes of practice, and regulatory requirements relevant to Council services.
- Knowledge of Council's waste management services and the impacts of waste-related issues on staff, community members, and the broader local community.

Operational, Financial and Administrative Skills

- Well-developed procurement skills and a sound understanding of contract management principles.
- Strong customer service skills, with the ability to support internal and external clients and contractors effectively.
- Proficient computer skills, including experience with electronic databases, relevant software applications, and Microsoft Windows-based systems.
- Ability to prepare correspondence, routine reports, advertisements, submissions, and grant applications.
- Ability to provide timely, proactive, and accurate advice.
- Experience with web editing technologies

Communication, Engagement and Project Delivery

- Excellent public speaking and presentation skills, with the ability to deliver workshops, programs, and projects to a range of audiences.
- Strong project management, budget management, evaluation, and problem-solving skills, including the ability to set parameters and apply new products, resources, and methods to work delivery.
- Demonstrated ability to manage projects and communicate, consult, and negotiate with a diverse range of stakeholders, including culturally and linguistically diverse communities and school groups.
- Community development and engagement skills that support behaviour change initiatives.
- Demonstrated negotiation and conflict resolution skills.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Experience in identifying, engaging, and liaising with key internal and external stakeholders to achieve project outcomes.
- Ability to coordinate with team members to support a consistent and collaborative approach to service delivery, including waste education initiatives.
- Ability to plan and deliver events from end to end, and to support Council staff and community members in conducting sustainable events and initiatives.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

INTERPERSONAL SKILLS

- Ability to demonstrate and display the organisations values and behaviours.
- Ability to provide excellent customer service.
- Ability and commitment to maintain confidentiality at all times.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees within the organisation to resolve intra-organisational problems.
- Excellent verbal communication skills and the ability to confidently and professionally communicate with a range of stakeholders including executive management, managers and employees.
- Well-developed written communication skills, including the ability to prepare and provide high quality, accurate documents and reports.

QUALIFICATIONS AND EXPERIENCE

- Qualification in waste and resource management, environmental science, sustainability, education, community development or a related discipline, or demonstrated practical experience in a relevant field.

- Experience supporting the development, implementation, and evaluation of waste management, resource recovery, community engagement, behaviour change and education projects or initiatives.
- Experience working with diverse communities
- Competency in Microsoft Office applications and data management systems.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.

- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- Degree, diploma or equivalent qualification in environmental science, sustainability, climate change, waste management, education, or a related field; or a lesser formal qualification supported by substantial relevant experience.
- Demonstrated knowledge of waste resource recovery, and circular economy principles, particularly as they apply to education, local government, and relevant legislation and policy.
- Project management experience coordinating, developing, implementing, monitoring, and reviewing projects, programs, or initiatives related to sustainability, waste management, resource recovery, or environmental management.
- Understanding of behaviour change methodologies and their application in community engagement and sustainability initiatives.
- Well-developed written, verbal, and interpersonal communication skills, with the ability to build effective relationships, with a wide range of internal and external stakeholders.
- Current Victorian driver licence.