



# Position Description

<b>Position Title</b>	<b>Waste Project Officer</b>
<b>Position Number</b>	3767
<b>Division</b>	Infrastructure & Open Space
<b>Department</b>	City Works
<b>Team</b>	Waste and Asset Care
<b>Position Status</b>	Full Time Permanent
<b>Classification</b>	Band 5
<b>Position Reports to</b>	Waste Coordinator
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	July 2024

## Position Objective

This position is responsible for supporting the Waste & Asset Care team of the City Works Department and the teams within, including Civil Maintenance, Building Maintenance and Waste & Asset Care. This role will provide strategic and educational waste advice along with support to the Waste Coordinator to ensure contractor performance is monitored, education activities are delivered and financial transactions are managed.

## Key Responsibilities

### 1. Functional Responsibilities

- Develop a full working knowledge of the various services within the City Works department and provide advice on such services to staff, the public and contractors.
- Maintain a customer service orientation in accordance with corporate standards and requirements.
- Provide
- Assist the Waste and Asset Care team in providing :
  - Providing operational and strategic waste advice to internal customers
  - Provide waste education advice to internal and external customers
  - Support the Waste Coordinator in monitoring contractor performance against documented service standards.
- Contribute to the direction of the team by participating in training, activities and meetings.
- Provide input into the review of systems and processes to ensure continuous improvement in service delivery.

## 2. Relationship Management

- Maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisational objectives.
- Maintain a culture of working across the department and the organisation, delivering high quality service, reporting issues and checking in with others.
- Share skills and knowledge to collaborate with employees.
- Contribute to forward planning within the team to ensure that the objectives for which the team are responsible, are met.
- Provide support to other team members as needed to ensure a cohesive and consistent approach.

## 3. Occupational Health & Safety Responsibilities

- Take reasonable care for the health and safety of yourself and others in the workplace.
- Ensure hazards, incidents near misses and injuries are reported immediately.
- Support activities taken by the organisation to comply with OH&S legislation.

## 4. Risk Management

Employees must comply with risk management policy and procedures

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

NIL The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- Providing information to clients and/or information and support to more senior employees
- Provide strategic waste information to internal departments
- Undertaking inspections of contractor works.

### 2. Judgment and Decision Making

The incumbent is accountable for:

The objectives and procedures of the work are well defined however judgement is required in their application to address the issue. Guidance is always available within the timeframe to progress the issue.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Demonstrated understanding of the waste industry and environmental education
- Regularly deal with and respond to customers in a timely fashion.
- A sound understanding of waste education delivery in a community environment

- Well-developed communication and analytical skills
- Working knowledge of Microsoft office including Word, Excel.
- An understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which you work

#### 4. Management Skills

The following management skills are required to be utilised:

- Ability to manage time and plan and organise one's own work.

#### 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- The ability to gain co-operation and assistance from clients, contractors, members of the public and other employees
- Written communication skills with the ability to prepare correspondence and reports
- Effective oral and written communications skills with the ability to communicate to a diverse range of internal and external stakeholders.

#### 6. Qualifications and Experience

The following qualifications and experience are required for the position

- Tertiary qualifications and/or extensive experience in Environmental science education preferably with waste industry knowledge
- Experience in procurement and financial processes
- Experience working in a large organisation is desirable but not essential

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p><b>Values and Behaviours</b></p>	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> <li>• Future Orientated</li> <li>• Accountable</li> <li>• Expert</li> <li>• Celebrate</li> </ul>
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	<ul style="list-style-type: none"> <li>• Community Centric</li> <li>• Dynamic</li> </ul>
<b>Safe Workplace Actions</b>	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
<b>Policies and Procedures</b>	The responsibilities of this position are completed in line with all council policies related to the position.
<b>Legislative Framework</b>	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
<b>Equal Opportunity and Child Safe Standards</b>	The City of Kingston is an equal opportunity and child safe employer.

### Prerequisites

- Valid Right to Work in Australia
- Undertake and maintain a current National Criminal Records Check
- Hold and maintain a Working with Children Check
- Pre-employment Health Declaration

### Inherent Physical Requirements

#### Adaptive equipment available

Equipment	Description of use
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Telephone headset	Minimise effects of long periods of telephone use

**Category B – Desk based / General administration role** - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

### Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.