

Position Description

Waste and Resource Recovery Education Officer

12 November 2024

Position Number

500459

Directorate

Economy, Growth and Infrastructure

Department

Waste and Resource Recovery

Reports to

Coordinator Waste and Resource Recovery Business Services

Classification

Band 6

Employment Status

Part Time 0.8

Location

Onsite and flexible arrangement

About the role

The Waste and Resource Recovery Education Office role works to implement and promote the Waste and Resource Recovery Strategy 2030, and provide education relating to Council's 4 bin kerbside collection service. The position will be based at Mitchell Shire Council (Broadford Office).

Objectives

To engage Mitchell Shire communities in waste educational programs through solid educational approaches to increase their understanding of waste management and resource recovery to result in positive behaviour change.

To develop and deliver waste and resource recovery education programs that provide a strategic approach to waste and resource recovery education across Mitchell Shire to achieve significant benefits for the community.

Key responsibility areas

Strategy/Planning

- Identify and apply for external funding opportunities to implement waste minimization and resource recovery education initiatives in the Mitchell Shire region.

Education

- Develop and deliver high quality and effective programs that engage the community to drive behaviour change across the municipality to reduce waste generation, increase recycling, decrease contamination, and create a more sustainable community
- Implementation and promotion of a range of recycling, resource recovery, and waste minimisation programs and behaviour change initiatives to the general community, schools, small business and other stakeholders
- Deliver a minimum of 2 waste and resource recovery community education workshops per calendar year
- Organise and ensure the effective, timely and safe delivery of all programs, including education for contamination, programs and systems for waste and sustainability
- Activation of education centre at our new Seymour Resource Recovery Centre

Communication/Engagement

- Liaise with organisations such as Victorian Litter Action Alliance and Sustainability Victoria to ensure a coordinated approach to waste and resource recovery education
- Forge relationships with key stakeholders
- Attend and actively contribute to Goulburn Valley Waste and Resource Recovery Group Education Advisory Committee meetings as a representative of Mitchell Shire Council
- Actively promote Council waste services (kerbside general rubbish, mixed recycling, food and garden organics organics green organics, public place litter and recycling and special event waste management, Resource Recovery Centres) and other waste management programs through the use of standard media, social media and other suitable means

Administration

- Prepare clear and concise quarterly progress/achievement reports annually
- Research and prepare for funding submissions and other related proposals
- Monitor, report and review budgets and expenditure in accordance with allocated budget and organisational guidelines
- Provide internal newsletter items for Council staff

Organisational Relationships

Internal Liaisons:

- Communications Team
- Kerbside Transition Officer

External Contacts:

- General public, businesses, schools, and community groups
- EPA Victoria
- Recycling Victoria

About you

Key Selection Criteria

1. Minimum of diploma or degree Qualifications in a waste, environment, education or related field with relevant experience in a similar role
2. Highly developed written and oral communication skills with demonstrated experience in writing plans, strategies or similar documents
3. Demonstrated experience in the development and implementation of education programs related to waste and resource recovery and/or environmental management
4. Sound experience working with the community particularly related to behaviour change

Pre-employment check

- National Police Check
- Valid Victorian driver's license
- Working with Children Check

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Structure

Mitchell Shire Council is structured into three Directorates being:

- Strategic Partnerships and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Our Commitment to Diversity, Inclusion and Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

This commitment aligns with and supports the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020, the Climate Change Act 2017, and the Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality, climate responsibility, and child safety.

Position requirements

Accountability and Extent of Authority

- This position is autonomous in its day-to-day operations, however quarterly work progress reports regarding progress towards objectives, goals and budgets are required to be submitted.
- Provide specialist advice to council officers on community involvement and waste and resource recovery education programs and initiatives
- Complete responsibility associated with the financial management of areas relevant to the position including operating within budgetary guidelines

Judgement and Decision Making

- Researching, investigating, analysing and interpreting a wide range of information and applying this knowledge to strategy and program development
- Providing formal recommendations to the three sponsoring Councils in relation to waste and resource recovery education
- Using independence in day to day decision making, problem solving and strategy and program development
- Seeking guidance and advice from outside the three sponsoring councils if and when required

Specialist Skills and Knowledge

- Knowledge and experience working in education, and/or waste and resource recovery management with an emphasis on education and behavioural change activities.
- Demonstrated understanding and knowledge of education and behavioural change and with a range of stakeholders
- Experience working in a range of settings related to education and behavioural change and with a range of stakeholders
- Sound knowledge and understanding of current and best practice waste and resource recovery management and the environment
- Ability to design and deliver and evaluation education, facilitation and engagement programs that promote Council's objectives, and to ensure continual improvement of programs
- Ability to develop kerbside contamination management programs
- Ability to use a computer and be competent in Word, Excel, and PowerPoint programs

Management Skills

- Management of education and behavioural change programs specifically related to waste or environment projects
- Demonstrated skills in managing waste and environment programs or projects
- Ability to develop strategic plans for key responsibility areas
- Ability to manage time, plan, organized and prioritise work to meet timelines and work with limited supervision

Interpersonal Skills

- Highly developed oral and written communication skills
- Ability to develop and document strategies, plans and programs that result in behaviour change over time
- Highly developed customer service skills
- Ability to understand issues relating to government policy, in particular in relation to waste and resource recovery management
- Committed to continuous improvement and quality assurance
- The ability to gain co-operation and assistance from departmental staff of Council, contractors, customers and stakeholders
- Ability to discuss and resolve problems in a constructive and cooperative manner
- Commitment to working in a collaborative team environment across three councils

Qualifications and Experience

- Diploma or degree qualifications in a waste, environment, education or related field with relevant experience in a similar role
- Highly developed written and oral communication skills with demonstrated experience in writing plans, strategies or similar documents

- Demonstrated experience in the development and implementation of education programs related to waste and resource recovery and/or environmental management
- Sound experience working with the community particularly related to behaviour change

Desirable

- Knowledge and understanding of current business practices relating to waste and resource recovery services
- Knowledge and experience working in waste and resource recovery field
- Ability to manage relationships and effectively liaise with a wide range of stakeholders