

# Project Officer (Litter Management)

Waste and Resource Recovery Services is a commercially focused branch that provide an efficient and effective waste management service to ratepayers and commercial customers while meeting legislated waste reduction targets.

Waste and Resource Recovery Services are currently seeking a temporary Program Officer Litter Management. As Program Officer Litter Management you will promote positive litter management behaviour including litter reduction and public place recycling. This role partners and interacts with a wide range of stakeholders and groups that will influence behaviour change in litter reduction including residents, workers, visitors and elected members.

Equipped with an environmental or behaviour change background, you will have the chance to be involved in a range of activities. Your ability to design, deliver and monitor behavioural change programs will be highly valued and equip you for success. Working with a range of our customers in the community, you will have highly effective communication and interpersonal skills as you engage, network and build valued partnerships.

If you have a background in behaviour change with a passion for Council to work with our community to promote and practise sustainability, consider this excellent opportunity.

## Key accountabilities

1. Lead and role model customer focus by treating all internal and external customers with honesty, fairness, sensitivity and dignity.
2. Work in partnership with your team leader to agreed performance standards and mutual expectations. Give and receive regular feedback to enable performance to be improved and take personal responsibility for optimising your potential within Council.
3. Contribute to the creation, design and delivery of innovative and best practice litter management strategies and initiatives which aim to educate the community and encourage litter behaviour change.
4. Contribute authoritative, strategic and timely advice and information on litter management by researching and keeping abreast of the latest developments in litter management and behaviour change processes.
5. Undertake litter audits and counts in accordance with recognised industry standards.
6. Undertake regular consultation with customers and key stakeholders to keep abreast of key issues and ensure a high level of responsiveness to customer concerns about litter management issues.
7. Prepare authoritative, informative and persuasive correspondence and reports to the community and other stakeholders on litter management issues.

## Role description

The role description gives an overview or what the job involves and how it fits within an organisation. It will often highlight the skills or experience needed to do the job.

You should refer back to the role description when considering responses to the selection criteria to ensure that you are using appropriate keywords.

## General duties and goals of the position

The details in the duties provide the context you need to customise your cover letter, resume, and selection criteria responses.

Make a note of any keywords that could be used in your selection criteria responses, particularly keywords associated with specific techniques or equipment.

You should get a sense of how well you fit the role with your existing education and work experience and judge whether you're a suitable candidate for the role.

## Position capabilities

Mandatory capabilities are essential at commencement in a position.

**Mandatory:** C class drivers licence

## Key selection criteria

### Essential:

1. Ability to contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.
2. Sound understanding of the principles and processes underpinning effective behaviour change and how these apply to the litter management agenda.
3. Sound strategic, conceptual, analytical and innovation skills with the ability to develop strategies and initiatives that drive behaviour change.
4. Well-developed verbal and written communication skills with the ability to communicate effectively with a range of stakeholders including Councillors, residents, community groups and other levels of government.
5. Demonstrated high level of interpersonal skills and ability to establish and maintain productive working relationships with internal and external stakeholders.
6. Demonstrated ability to work autonomously and as a member of a multi-disciplinary team and contribute to team direction, give and receive feedback and achieve agreed performance standards in order to contribute to a culture of performance excellence.

### Desirable:

1. Possession of tertiary qualifications in a discipline relevant to the position or equivalent work experience.
2. Knowledge of legislation, standards and guidelines relevant to waste and litter management.

## How to apply:

Click on the 'Apply' button below to complete your online application. Please upload your current resume and covering letter (of no more than one page) that demonstrates how you meet the requirements of this role.

This role will require a Criminal History Check.

### Selection criteria

The selection criteria are used to assess your suitability for a role. Examples of how you meet these criteria may be required as part of your written application or during an interview. Some organisations require candidates to meet all selection criteria whereas others are more flexible in their assessment of candidates.

Criteria that mention 'Proven', 'Demonstrated' or 'Applied' will require an strong example of a moment when you have performed those tasks.

Sometimes the selection criteria will be divided into "essential" and "desirable" criteria. If you're unable to address the essential criteria, you are unlikely to progress to the next stage.

Desirable selection criteria don't require a response but if you have relevant skills and experience that address these criteria, you should include a response.

Desirable criteria highlight the importance of getting work experience as they're often related to experiences obtained outside of university. These desirable skills and experience can often set you apart from other candidates.

### Instructions

Ensure you follow the instructions outlined on each job advert. Don't assume that each job advert will have the same requirements.

These instructions have specified that your application should only include your resume and a one page cover letter. Further research of the organisation reveals an "application tips" web page that explicitly states that a separate statement responding to the selection criteria is not necessary.

## NOTE

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their band level, in any area of Council.

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful, or can be accessed on Council's Performance and Conduct site.

## Organisational accountabilities

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Equity and Diversity Framework, Awards and Enterprise Agreements, City Act, Council Local Laws and Anti-Discrimination legislation
- Council's Values and Behaviours
- Council's Zero Harm Policy Statement
- Workplace Health and Safety (WHS) legislation
- Relevant WHS Responsibility Statement
- The City's Customer Charter.

Consider all aspects of Zero Harm, including wellness, safety and health and be familiar with the Zero Harm responsibility statement appropriate to your position, as a requirement of Council's Zero Harm Management system.

Be familiar with and demonstrate the desired behaviours of 'Future Council' Culture:

### **We are One Council.**

We use quality data to inform our decisions and improve performance.

### **We make performance leadership a priority.**

Work together as a team to enhance economic prosperity through eliminating inefficiencies and contributing to a continual improvement culture. Future Council information can be accessed at the Future Council intranet site.

### **Extra information**

Sometimes position descriptions will contain other information that further defines what the role involves and how the person performing the job is expected to behave.

This type of information is common in government department or other large organisations with formal recruitment processes.

You're generally not expected to respond to this information but you should keep it in mind when writing your application and during an interview.