POSITION DESCRIPTION

TITLE: ZERO WASTE CHAMPION

Position Number: P226001
Banding/Remuneration: Band 6
Division/Branch: Sustainable Monash
Reports to (Position Title): Senior Sustainability Officer
Date Approved/Reviewed: 29/10/2019
Capability Statement: Yes

POSITION OBJECTIVES:

The Zero Waste Champion is responsible for engaging and educating Monash residents to implement changes to their behaviour to reduce waste; to separate remaining waste, to recover organics and packaging, and to reduce contamination of these streams. The role will have a strong focus on correct recycling of food, green and commingled materials.

To achieve increased resource recovery through ongoing engagement in the community, the role will implement behaviour change initiatives to increase the capacity of residents to correctly dispose of their waste and improve recycling. The role will implement a strategic approach to community waste education and projects, and monitoring and evaluation.

The role will support and participate in appropriate initiatives and opportunities that advocate for reduced product packaging and other waste reduction and resource recovery opportunities. The role will promote participation in the circular economy with residents and across Council.
TEAM STRUCTURE:

Reporting to the Senior Sustainability Officer, the role sits within the Sustainability team of the Sustainable Monash Department.
KEY RESPONSIBILITY AREAS:

Engagement and Education: To create social norms around waste reduction and recycling, the role will:
- Deliver education and engagement to meet the objectives of the Council’s Environment Sustainability Strategy (2016-26) and the Waste Strategy (2017-2027) and compliment the Litter Action plan
- Develop, deliver and evaluate an education & engagement plan to promote concepts of waste avoidance, waste reduction, reuse and recycling, composting, worm farming, including the benefits of commingled and food & garden organics recycling
- Coordinate the Visy Education and Marketing Plan to achieve behaviour change and to align with Sustainable Monash’s strategic aims
- Supervise casual recycling educators to deliver education sessions to schools, preschools, community groups and coordinate reporting and evaluation
- Deliver education sessions to community groups, sports club sessions, tertiary institutions, events, tours, staff and any other group as directed
- Support the community, including residents, teachers, school leadership groups and community group leaders, to build sustainable waste practices
- Design, develop and deliver projects, including grant funded opportunities, to achieve waste minimisation, and increased commingled and organics recycling

Reporting & Evaluation: To improve understanding of waste disposal behaviours of our community, the role will:
- Develop and complete an evaluation and monitoring plan for education and engagement programs
- Report and evaluate education and engagement programs and projects
- Review and contribute to development of education materials and communications for the community

Strategy: To progress sustainability outcomes consistent with Council’s strategic objectives, the role will:
- Develop collaborative relationships with relevant internal and external stakeholders and community networks
- Identify opportunities within cross-Council operations and programs in other departments to promote and engage staff and community members in waste awareness
- Provide professional, effective and analytical representation at public forums, neighbourhood forums and when representing Council
- Foster effective partnerships with schools and Government agencies

Governance: To progress sustainability outcomes consistent with Council’s values, the role will:
- Deliver effective project management, report writing and time management of projects
- Actively promote customer service through personal leadership
- Support the Sustainable Monash team in providing specialist advice, coordinating events, internal education and with resident queries

P226001 – ZERO WASTE CHAMPION
ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The role is governed by clear objectives and budgetary parameters, and will:

- Provide specialist advice about the subject matter to others, aligned with regulations and policy
- Recommend, and facilitate key waste education initiatives within Sustainable Monash under minimal guidance
- Supervises casual education officers and students

JUDGEMENT AND DECISION MAKING:

A specialised field, the role operates within existing methods and procedures, to:

- Make day to day decisions and monitor work performance
- Recommend creative and innovative improvements to enable change behaviours towards waste and recycling
- Solve problems via referencing existing policy and procedure, and drawing on industry knowledge to provide solutions

SPECIALIST KNOWLEDGE AND SKILLS:

- Demonstrated knowledge and understanding of best practice approach to sustainable consumption, waste avoidance, waste reduction, reuse, composting, worm farming, comingled recycling, food in garden organics recycling and non-kerbside recycling (e.g. Transfer Station recycling)
- A good understanding of the complex waste and sustainability challenges within a Local Government environment and proven ability to develop innovative solutions
- Knowledge of the long term goals of the organisation, and how to apply work tasks and goals in waste minimisation, within the context of the organisational vision
- Knowledge of relevant legislation, regulations, Local Laws procedures and policies

LEADERSHIP SKILLS: (if applicable, i.e. People Leaders)

- Coaches team members – listens, asks questions and guides
- Shares information – team knowledge and growth
- Collaboration to support overarching sustainability initiatives

MANAGEMENT SKILLS:

The role will achieve goals within a framework of set objectives and timetables, and will:

- Plan and measure work by setting milestones, aligning tasks to achieve as such, and measure outcomes
- Organise multiple tasks - accomplished priorities and achieves outcomes within available resources
INTERPERSONAL SKILLS:

- Gain cooperation and assistance from others, to deliver defined responsibilities
- Tailor verbal and written communication to deliver specialist information to audiences as required
- Liaise proactively with colleagues, and throughout the organisation, to discuss specialist matters and resolve issues that may be external to the Sustainability Unit

QUALIFICATIONS AND EXPERIENCE:

- A Degree of Diploma level qualification in environmental management, sustainability, community engagement and education (or relevant field) along with experience in the subject matter, or, lesser qualification(s) with 4-years + specialist experience

KEY SELECTION CRITERIA:

- Qualifications and experience as noted above
- Demonstrated experience in utilising available resources to facilitate targeted and tailored community education and engagement programs, to achieve behaviour change
- Demonstrated experience in utilising available resources and tools to deliver education evaluation and engagement plans
- An understanding of Local Government best practice approach to sustainable consumption and waste avoidance, waste reduction, reuse, composting, worm farming, comingled recycling and food in garden organics recycling
- Ability in managing time, setting priorities, achieving goals and meeting deadlines
- A high level of self-motivation, initiative, problem solving and analytical skills
- Commitment to represent Council at events on weekends and after hours
- Current Victorian Driver’s Licence
ORGANISATIONAL CONTEXT:

In 2018 Monash had a population of 200,077 residents. Around half of our residents were born overseas, making Monash one of the most cosmopolitan municipalities in Victoria. Monash is close to the demographic centre of Melbourne. The municipality has a highly skilled and well-educated local workforce, with 37% having a degree or higher education. The City of Monash is the 2nd largest employment area in Victoria, after Melbourne’s CBD, with an estimated 130,000 jobs.

**Our Vision:** “An inviting city diverse and alive with activity, designed for a bright future.”

**Our Mission:** “Make a difference through commitment, leadership and expertise.”

**Our Values:**

**Accountability**
We are responsible for our actions and behaviours every day.

**Respect**
We value diversity and appreciate others.

**Teamwork**
We work collaboratively to achieve shared goals.

*Monash Council values a flexible working arrangements and embraces workplace diversity, inclusion, and equity including children and young people. We are committed to being a child safe organisation and have zero tolerance to child abuse.*