

Education Officer - Waste

Position Outline

Position	Education Officer – Waste & Recycling
Work Location	Various Locations
Reports to	Manager - Strategy, Policy & Regulation
Hourly Salary	\$47.51 – \$50.59
Classification	Level 4, Mount Isa City Council Certified Agreement 2024
Engagement Type	Part-time (25 Hours), Monday - Friday

POSITION OBJECTIVE

The primary purpose of this position is to lead and support community education initiatives aimed at improving waste management and recycling practices. They key objectives include:

Enhancing the Quality of Recyclables in Yellow Bins

Educate residents on proper recycling habits to reduce contamination and increase the volume of clean, recyclable materials.

Raising Awareness of the Circular Economy

Promote an understanding of how recycling contributes to sustainable resource use by creating local opportunities for material reuse and recovery.

Increasing Awareness of Resource Recovery at the Recycling Centre

Encourage public engagement by demonstrating how waste is transformed into valuable resources through tours, events, and educational campaigns.

POSITION REQUIREMENTS

- Passionate about environmental sustainability and waste reduction
- Strong communication and interpersonal skills with the ability to engage with a diverse community
- Experience in environmental education, community outreach, or a related field is preferred
- Ability to work independently and as part of a team
- Flexibility to work varied hours including weekends and occasional events
- Ability to obtain a blue card
- Class C Drivers Licence

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Assist in organising and participating in additional outreach activities such as workshops, school visits and community events.
- Available to work on other days if necessary, depending on community needs or council events
- Engage with community and provide face-to-face communication.

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- Comprehend and understand the kerbside recycling program including what materials can be recycled, how to properly sort waste, and the benefits of recycling.
 - Address questions or concerns from the public, providing clear and accurate information.
 - Use information displays and materials to effectively communicate goals and procedures of the recycling program (including Precious Plastic Equipment).
 - Work collaboratively with other Council staff to ensure a consistent and unified message is delivered to the community.
 - Support composting practices for residents.
 - Deliver the 'Recycling strategy for Schools' created by MICC.
 - Engage in presentations and workshops for local schools to educate students about the importance of recycling and the new kerbside recycling program
 - Conduct inspections of waste contamination and respond to incidents, as required.
 - Conduct Audits of waste, as required.
 - Review Education Material for printing.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

- Work six (6) hours a day, Monday to Friday, with flexible start time arrangement,
- If weekend work is necessary, you will swap this time with a workday following the Council's HR procedures.

KEY PERFORMANCE INDICATORS

- Improvement in the quality of recyclables.
- Resource recovery awareness.
- Administrative efficiency.
- Response to waste contamination and incidents.
- Increase education and awareness about recycling in the public and school settings.
- Clear communication with council staff and community members.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities> or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	06 September 2024
Review Date	06 September 2024
Contact	Manager - Strategy, Policy & Regulation
Closing date	06 April 2026