

# Employment Information Package



## Waste and Environment Officer

**Position number:** POS1426

**Enquiries:**

**Name:** Michael Attard

**Position:** Team Leader Sustainability

**Phone:** 03 6323 3394

**Email:** Michael.Attard@launceston.tas.gov.au

**Application closing date:** 3:00PM, THURSDAY, 23 JANUARY 2025



City of  
**LAUNCESTON**

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

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**Address all correspondence to:**

Manager People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





## Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

# City of Launceston organisational chart

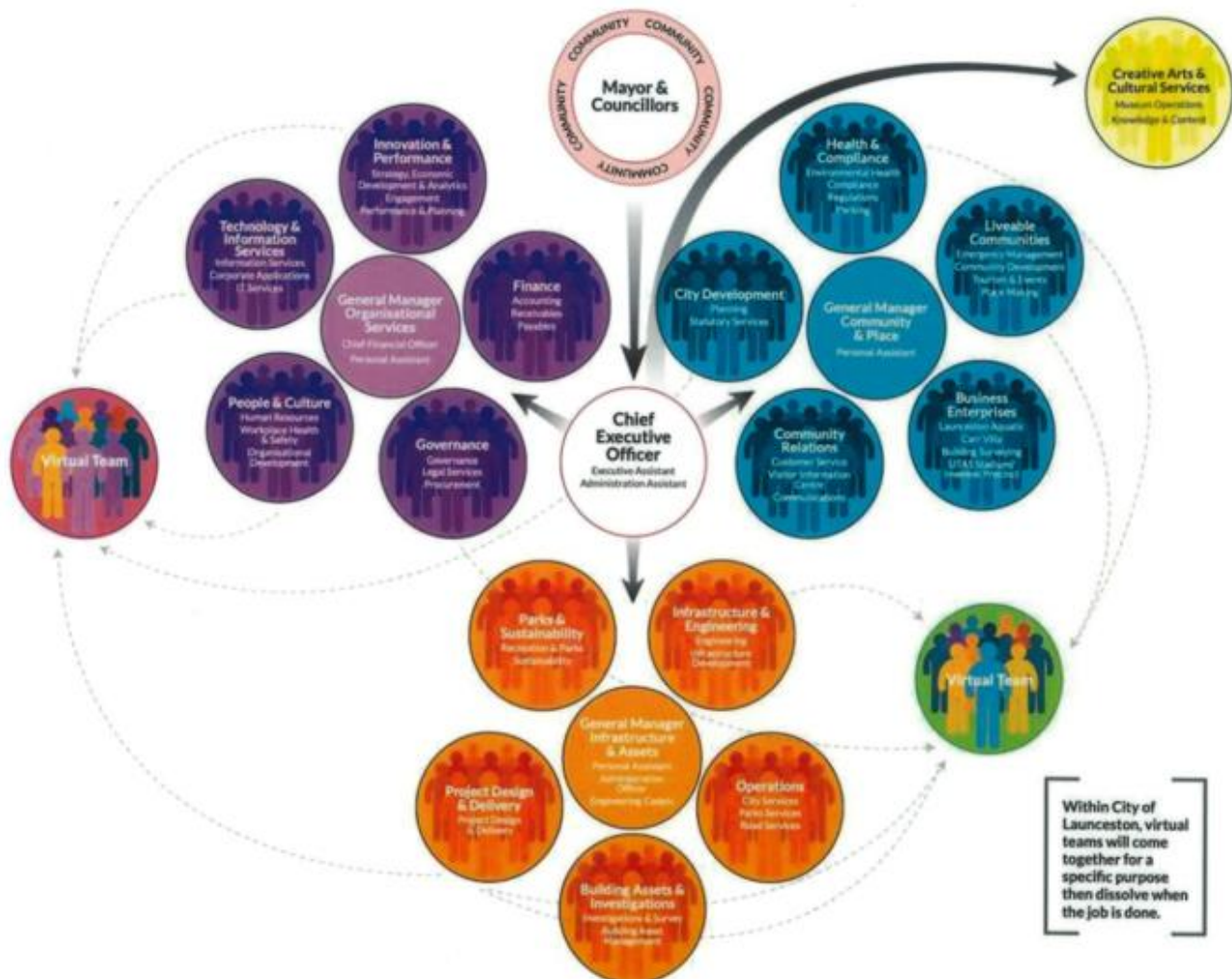
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing





# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.**

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)**

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

1. Application received
2. Shortlisting
  - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
  - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
  - Reference Check
  - Police Check
  - Medical Assessment
  - Drug and Alcohol screening

*All costs covered by City of Launceston*
5. Suitability determination and preferred candidate identified
6. Letter of Offer

## Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

# General conditions of employment

<b>Position title</b>	Waste and Environment Officer
<b>Employment terms</b>	Temporary, Part-time
<b>Working pattern</b>	Monday, Wednesday and Friday (22 hours per week)
<b>Total remuneration</b>	Remuneration will be based on qualifications and experience Grade 4/5  <b>Grade 4:</b> \$47,082 - \$51,881* <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> \$41,944 - \$46,219  <b>Grade 5:</b> \$52,600 - \$59,906* <i>*Total remuneration includes superannuation, as detailed below</i> <b>Base salary</b> \$46,859 - \$53,368  <b>Rates are based on a 22-hour working week</b>
<b>Superannuation</b>	Employer contribution of 12.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)



# Position Description

## Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1426
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POSITION TITLE:	Waste and Environment Officer
AWARD CLASSIFICATION:	Grade 4-5 (depending on qualifications and experience)
EMPLOYEE:	Vacant
TEAM:	Parks and Sustainability
NETWORK:	Infrastructure and Assets
REPORTS TO:	Team Leader Sustainability
PREPARED BY:	Michael Attard
DATE:	20 November 2024

APPROVED BY:	
NAME:	Leanne Purchase
POSITION:	Acting Manager Parks and Sustainability
SIGNATURE:	

<b>POSITION PURPOSE (Why does this position exist)</b>
The purpose of this position is to provide strategic waste management and improved resource recovery outcomes for the City of Launceston, with a particular focus on the management of landfill levy compliance and reporting and driving sustainability initiatives.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



### **Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



### **We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



### **We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



### **We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit



Accountabilities	Activities/tasks include	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks Support delivery of the Network's strategic and annual plan actions Work with horizontal teams as relevant to technical role accountabilities	Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network	Improved work practices and projects
<b>Technical</b>		
Accountabilities	Activities/tasks include	Success looks like ...
Delivery and continual improvement of existing waste and resource recovery services and development of new services for City of Launceston	Community engagement around kerbside services for general waste, recycling and food organics and garden organics collection (FOGO)  Develop new waste services such as CBD recycling for Launceston  Public education for kerbside FOGO collections  Coordinate of recycling services for City of Launceston  Investigate innovative technologies to assist with resource recovery and landfill operations. Maintain and review operations manuals	Reliable service delivery  A better-informed public in relation to waste management and resource recovery options  Business cases for alternative technologies
Project and contract management	Manage Charity Concession Entry Grants to landfill, landfill surface and groundwater monitoring program and related contracts	Proactive contract management  Delivery of projects to agreed milestones
Community education	Drive community education programs that promote responsible and sustainable behaviours in relation to waste	Community education programs delivered
Strategy and annual planning	Contribute to the review the Launceston Waste Centre asset management plan and capital project planning and delivery	Annual planning is aligned to strategic goals and completed to agreed timelines
Controlled waste approvals and compliance	Provide advice, authorise disposal and maintain records for controlled waste in accordance with the Environment Protection Authority's Bulletin 105 and the Launceston Waste Centre's environment protection notice	Timely approvals and accurate data/records

Accountabilities	Activities/tasks include	Success looks like ...
Waste management reporting	Complete and submit reports required by regulators, including the surface water and ground water monitoring report, organics processing facility annual report, trade waste reporting to TasWater and landfill levy reporting	Reports are accurate and meet submission requirements
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
<p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focussed: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness and encourages open discussions and contributions from others</li> <li>Create and Innovate: displays initiative and considers different ideas and perspectives</li> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Excellent written and verbal communication and negotiation skills</li> <li>Ability to exercise sound judgement, decision making and risk analysis</li> <li>Ability to work self-sufficiently on assigned tasks</li> <li>Ability to work harmoniously and effectively in a team, facilitating information transfer, collaborating with other team members and contributing to a positive culture</li> <li>Strong administration skills and the ability to maintain accurate records using corporate applications and tools like Microsoft Office</li> </ul>
QUALIFICATIONS AND EXPERIENCE



<ul style="list-style-type: none"> <li>Experience in waste and resource recovery, environmental management or other relevant experience</li> </ul>
<ul style="list-style-type: none"> <li>Technical qualifications/experience relevant to the role in, for example, project management or asset management</li> </ul>
<ul style="list-style-type: none"> <li>C-class driver's licence</li> </ul>

REPORTING STRUCTURE	
Manager	Manager Parks and Sustainability
Team Leader	Team Leader Sustainability
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
<b>Internal</b>	<b>Nature of Relationships</b>
Operations Team	Colleagues to whom you provide support on issues relevant to roles and responsibilities
<b>External</b>	<b>Nature of Relationships</b>
Contractors	Associated with consultancy, tender and construction of projects.
State and Australian Government Department and Authorities	To seek funding and provide reporting on grant projects
Northern Tasmanian Waste Management Group	Represent City of Launceston in this regional group

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$500

### Confidentiality

Staff are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- To not access any information within the organisation's systems that is not directly relevant to their work.
- To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>This role is mainly office based, with some opportunity for site visits and external meetings.</p> <p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> <li>Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism</li> <li>Seeks feedback broadly and asks others for help with own development areas; and</li> <li>Translates feedback into an opportunity to develop.</li> </ul>

