

POSITION DESCRIPTION

POSITION TITLE	Waste Education & Projects Officer
DIRECTORATE – BUSINESS UNIT	Infrastructure Services
LEVEL - IA	Level 6 Salaried Agreement
RESPONSIBLE TO	Coordinator Waste Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

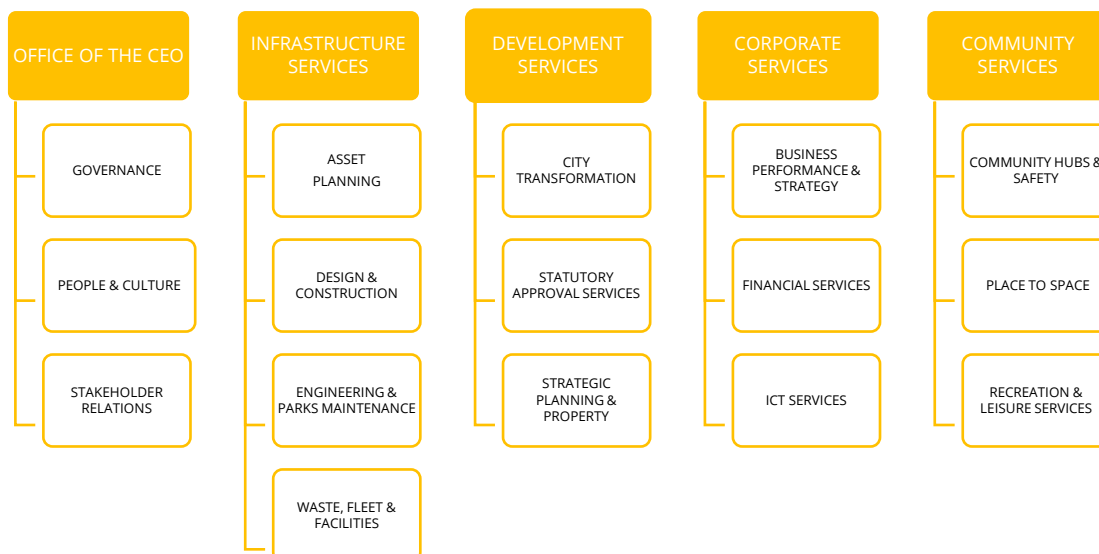
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- RESPECT** We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
- INTEGRITY** We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
- CARE** We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
- HONESTY** We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

This position will ensure that the City of Kalamunda is fulfilling its commitment, and is compliant with, Western Australia's Waste Strategy, Waste Avoidance and Resource Recovery (WARR) Strategy 2030, and the City's Waste Plan. The role will work closely with stakeholder groups to raise awareness of, and increase, participation in recycling and resource recovery programs. Take a leadership role in the community promoting the City's efforts in waste minimisation.

The role will coordinate waste education initiatives and projects that improve service performance, reduce waste contamination, increase recovery rates, support regulatory compliance, and drive continuous improvement in the City's waste management services and will lead waste education and behaviour change initiatives to improve community understanding and participation and assist the City to provide best practice resource recovery and get the best landfill diversion outcomes.

KEY RESULT AREAS

RESOURCE RECOVERY / RECYCLING

- Implement actions to align the City of Kalamunda with the Waste Avoidance & Resource Recovery (WARR) Strategy 2030 – WA's Waste Strategy.
- Implement actions identified in the Regional Waste Education Strategy
- Design and implementation of waste and recycling stream audits.
- Address community waste contamination issues and develop targeted projects to manage and reduce contamination.
- Manage and expand recycling and resource recovery initiatives, including the City's recycling hubs.
- Support the preparation and implementation of a Waste Local Law to strengthen governance and compliance.
- Respond to community enquiries and provide accurate waste service information.
- Coordinate waste education and resource recovery projects from planning through implementation and review.
- Assist with research, feasibility assessments and business case development for new waste initiatives.
- Monitor project timelines, budgets and deliverables to ensure successful outcomes.

CUSTOMER SERVICE (Internal & External)

- Accurate presentation of advice, instruction, guidance, and research findings, both verbally and in writing, for executive management and the community.
- Development and delivery of visual presentations as well as all standard forms of business communication
- Work closely with Waste Services team members to ensure that the unit delivers a consistent and cohesive level of service, which meets or exceeds the needs of our customers. The successful applicant will provide clear, concise and timely responses to customer service enquiries relating to the FOGO service and general administration tasks related to the FOGO service the roll out of the third bin, record keeping and maintaining electronic and hard copy filing systems

BUDGET MANAGEMENT

- Manage allocated budget to maintain quality and standard of work.
- Investigate and manage grant applications and acquittals

STAKEHOLDER ENGAGEMENT & EDUCATION

- Manage and maintain all waste and recycling information sources across various media
- Develop, implement, and monitor effective measures of community awareness of resource recovery matters.
- Develop and provide waste and recycling education activities, programs and materials for varied stakeholder groups to improve waste minimisation
- Collaborate with the City's Public Relations (PR) team in the development of communication plans.
- Develop and manage relationships with external waste industry providers to increase community participation in waste recovery and recycling practices.
- Undertake shopping centres and active displays to engage directly with community members and promote the City's efforts in reducing contamination

STRATEGIC REPORTING

- Maintain databases of relevant statistics and information relating to waste generation, recycling, and resource recovery.
- Support executive with data compilation of data for mandatory waste audits and reporting as required.
- Experience in the development of, application for, distribution and acquittal of grant funding.
- Take part in the waste annual census

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Demonstrated experience in developing and delivering education, engagement or behaviour-change programs.
- Experience in project coordination and implementation, including planning, monitoring and reporting.
- Knowledge of waste management, recycling, resource recovery principles and relevant environmental legislation/policy.

- Strong written and verbal communication skills, including report writing and presentation delivery.
- Well-developed stakeholder engagement and community consultation skills.
- Possession of a construction White Card
- Possession of, or the ability to acquire, a satisfactory Police Clearance Certificate (dates within the last 12 months)
- Possession of, or the ability to acquire a Working with Children Card

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Qualification or training in Waste Management, Sustainability, Environmental Education, Communications, or Project Management.
- Tertiary qualification in Environmental Science, Sustainability, Waste Management, Environmental Education, Community Engagement, Project Management, or a related discipline; or substantial relevant industry experience.
- Experience working within Local Government or a similar regulatory/public sector environment.
- Experience with waste auditing, contamination monitoring, contract administration, or environmental compliance reporting.

SELECTION CRITERIA

1. Experience in the development and delivery of resource recovery and waste minimisation education programs and materials.
2. Highly developed written communication skills including, report writing, correspondence, and the development of promotional materials for various stakeholders.
3. Highly developed interpersonal skills and the ability to work with varied stakeholder groups
4. Well-developed computer skills including the Microsoft suite of products.
5. Experience in the application for, distribution and acquittal of grant funding
6. Demonstrated capacity to work as part of a team as well as independently and unsupervised

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Waste & Fleet
DATE PD REVIEWED/APPROVED: 9 June 2026
