



POSITION DESCRIPTION

POSITION TITLE:	Illegal Dumping / Project Administration Officer
CLASSIFICATION:	Full Time
REPORTS TO:	Operations Manager
PLACE OF EMPLOYMENT:	Council Depot Building, Fisher St, Cherbourg
HOURS OF DUTY:	76 hours per fortnight (minimum requirement)

POSITION OBJECTIVE

Working in the Environment and Waste areas to investigate and report on illegal dumping activities to ensure a clean healthy community and bush land. Project administration officer will assist with council projects to ensure procurement and projects timelines run on time and smoothly.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Perform spot checks on illegal dumping sites.
- Investigate illegal dumping activities.
- Issue warnings and fines as appropriate
- Carry out education campaigns.
- Carry out reporting as per funding agreement.
- Assist operations manager with project management.
- Assist operations manager with administration for operations dept.
- Perform other duties as assigned by manager.

EXTENT OF AUTHORITY

- Accountable to the Operations Manager for performance of the position.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: All Council employees by communicating respectfully and sharing ideas

External Liaisons: All external stakeholders, current and future as well as the local and wider community

CORE COMPETENCIES

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.

Communication

- Write in a clear and concise style, which is grammatically correct
- Clearly express opinions, ideas, and information to colleagues
- Provide complex information in plain language

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.

Environment

- Monitor your work for opportunities to reduce adverse impacts on the environment.

Workplace Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures
- Encourage your colleagues to work safely
- Identify hazards and assess risks in the workplace
- Build a positive proactive culture towards a safe workplace

Efficiency

- Undertake tasks in an efficient and timely manner.

Compliance

- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

GENERAL

Whilst employment is in the position described in this document it is understood that employment is with Cherbourg Aboriginal Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

- The CASC will review employees' job descriptions from time to time and update them to ensure that they relate to the job as then being performed.
- Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

SELECTION CRITERIA

- Effective and professional verbal and written communication skills including experience in the provision of letters and reports in a timely and efficient manner.
- Have a high level of computer skills
- Ability to be able to communicate with individuals at all levels to achieve satisfactory results.
- Lead by example
- Strict adherence to confidentiality
- Must be punctual and reliable
- Willing to work as a team, provide support and guidance to other team members
- Work collaboratively with internal and external agencies
- Willing to undertake training
- A current Class C drivers licence

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents:

Employee Name & Signature

Date

Supervisor Name & Signature

Date