



BUNBURY HARVEY
REGIONAL COUNCIL
HARVESTING RESOURCES FROM YOUR WASTE

Information Pack: Safety & Environmental Compliance Officer



Checklist

Applicant to Submit:

- Covering Letter
- Statement addressing selection criteria
- Resume
- Copies (not originals) of supporting documentation e.g. qualifications, Drivers Licence, Police Clearance etc.

Things to check:

- The application has been photocopied for personal reference.
- If I am applying for more than position, I have enclosed separate applications for each position.
- I have checked and am aware of the closing date and time.

Employment Conditions

Location	Stanley Road Waste Management Facility Lot 45 Stanley Road, Wellesley WA 6233 However, the employee may be required to be based at other locations from time to time or permanently as directed.
Award	In line with the Bunbury-Harvey Regional Council Employees 2019 Enterprise Agreement and the Local Government Industry Award 2010
Tenure	<ul style="list-style-type: none">• Full Time• Three (3) Year Term Contract
Hours of Work	76 hours per fortnight worked with one (1) rostered day off per fortnight
Superannuation	Superannuation is paid at 11% into a fund of your choice. Our standard fund is the WA Local Government Superannuation Plan
Annual Leave	Four (4) Weeks of Annual Leave per annum (pro rata), including 17.5% loading
Personal Leave	Ten (10) Days Personal Leave (pro rata)
Long Service Leave	Thirteen (13) weeks of long service leave after ten (10) years of continuous Local Government service, transferable between all Local Government Authorities in WA
Probationary Period	Three (3) month probationary period applies to this position
Pre-Employment Medical	Successful applicants will be required to undertake a full Pre-Employment Medical, which consists of employment physical, hearing and drug & alcohol screening prior to commencement
Closing Date	4.00pm Monday, 2nd October 2023 Late applications <u>WILL NOT BE ACCEPTED</u>

Thank you for your interest in the position advertised by the Bunbury-Harvey Regional Council.

Guidelines

These guidelines are presented to assist you in preparing your application and to enable you to plan for a possible selection interview.

Preparing your application

The Bunbury-Harvey Regional Council is an equal opportunity employer. All applications for a position will be assessed against the same criteria, included in the position description.

Only those applicants, who demonstrate they meet all the selection criteria of the position by a statement addressing the criteria, will be considered for an interview.

NOTE: Canvassing of Councillors will disqualify.

Your application should include the following documentation:

Covering Letter	<p>The covering letter gives you the opportunity to introduce yourself. Include any information regarding your availability for an interview.</p> <p>You must include a title that clearly states the title of the position that you are applying for. For example: 'Application for Safety & Environmental Compliance Officer'</p>
Statement Addressing the Selection Criteria	<p>Preparation of the statement addressing the selection criteria is the most important part of your application.</p> <p>The selection criteria include the skills, knowledge, experience and, if required, qualifications of the position.</p> <p>The key to addressing selection criteria is:</p> <ul style="list-style-type: none">• Demonstrate capability by providing evidence of how you meet the selection criteria• Provide specific details; and• Where possible, include an indicator of success or a result.
Resume	<p>Your resume should include your personal details, relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
Referees	<p>It is common courtesy that you make contact with your referees for their approval before nominating them on your application. It is preferable that one referee be a current or recent supervisor/manager.</p>

Your referees must be able to comment on your work and experience. Please provide names, position, contact telephone numbers and email.

You may be asked to provide the names of more appropriate or alternate referees as part of the selection process.

Other

Some positions may require successful applicants to provide a recent National Police Clearance and/or Working With Children Check. The police clearance should have been obtained within the three months prior to applying or obtaining the position. The Working with Children Check must have a valid assessment notice. Police Clearances and Working with Children Check will be at the expense of the applicant.


If the position requires a Police Clearance or Working with Children Check, it will be listed in the essential criteria of the Position Description.

If applying for more than one position, separate applications must be submitted for each position.

Please Note: Any false and/or misleading claims by an applicant will lead to immediate disqualification or in the case of successful applicant will lead to instant dismissal.

Forwarding Applications

 Email: hr@bhrc.wa.gov.au

 **Mail:** Chief Executive Officer
Bunbury-Harvey Regional Council
Po Box 111
Australind WA 6233

Position Description

POSITION TITLE:	Safety & Environmental Compliance Officer
TENURE:	3 year Contract – Full Time
HOURS:	76 hours per fortnight
CLASSIFICATION:	Salary is in accordance with level 8- Increment 1 (8.1) of the Bunbury-Harvey Regional Council Employees 2019 Enterprise Agreement and the Local Government Industry Award 2010
LOCATION:	Office based location is at the Stanley Road Waste Management Facility, however, the employee may be required to be based at other locations from time to time or permanently as directed.

1. PRIMARY PURPOSE OF POSITION

- Manage, coordinate and maintain statutory environmental licensing, compliance and reporting requirements for the Regional Council
- Manage and coordinate the compliance to occupational health and safety statutory requirements for the organisation.
- Be willing to learn more about the operational aspects of the Council and take a leading role in revising current practices to improve and simplify operations with a view to long term growth.

2. POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

The Safety and Environmental Compliance Officer is primarily responsible for:

2.1. Licencing and Compliance

- Complete our remediation program to upgrade the site practices to remove the Environmental Protection Notice currently served on our site.
- Manage the ongoing statutory compliance under the operating licences for its sites.
- Manage and coordinate the development and implementation of environmental policies, procedures and plans
- Assist with customer complaints and manage complaints register.
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- Manage and undertake relevant auditing requirements
- Prepare and review annual operational budgets
- Monitor budget income and expenditure and complete quarterly budget reviews
- Identify opportunities for cost savings and external funding sources including grants
- Liaise with relevant stakeholders including government authorities, councils, and other industry groups.

- Ability to understand and interpret licensing and regulatory requirements.

2.2. Occupational, Health & Safety

- Manage, co-ordinate and monitor the organisation's compliance with Occupational Health and Safety (OHS) policies, legislative requirements, codes, regulations, practices and procedures.
- Develop and maintain a strong OH&S Culture across the organisation.
- Develop and maintain OH&S policies and procedures to support the organisation
- Coordinate with the site OHS workgroup representatives in matters relating to audit inspections, actions from committee meetings, training etc.
- Conduct inductions, accident investigations and maintain all required regulatory WH&S records and registers.
- Manage and coordinate an incident management system
- Management of workers compensation, return to work and insurance claims.
- Conducting workplace OH&S assessments as necessary
- Monitor and oversee OH&S strategies in accordance with legislative requirements.
- Provide support and assistance in the maintenance of safe work practices.
- Staff Supervision

3. SELECTION CRITERIA

3.1. Essential Criteria (to be considered for this role you must demonstrate the following skills and experience)

- Relevant tertiary qualifications or min 5 years' relevant experience.
- Working knowledge of OH&S Act and Regulations
- Sound knowledge of waste management principles including landfill operation and recycling activities.
- Possess and maintain a current Class C driver's License. Failure to maintain such a license may result in instant dismissal

3.2. Desirable Attributes

- Experience in a similar role within Local Government
- Possess a current First Aid Certificate
- Experience utilising Waste Management Information System such as Mandalay or similar
- Local Government Procurement & Tendering management processes and practices

3.3. Skills & Attributes

- Demonstrated knowledge and experience of statutory licensing in a Waste Management environment incl. ground-water
- Demonstrated working knowledge and experience of Occupational Health and Safety practices

- A high level of resourcefulness, including problem solving ability through innovation and resilience in the face of change and a proven ability to develop, implement and deliver programs of work.
- Excellent written and verbal communication; the ability to represent Council formally at meetings, events, functions and also prepare complex reports, analyse data, grant applications, acquittals, sponsorship proposals, newsletters and other correspondence.
- Proven stakeholder management, negotiation and communication skill with the ability to work cooperatively with elected members, consultants, contractors, members of the public, government agencies and businesses.
- Experience in managing external contracts and contractors

3.4. *Employment Considerations* (to be considered for a position at the Bunbury-Harvey Regional Council, applicants must be able to satisfy the following appointment prerequisites by providing):

- Completion of identification checks
- Production of a valid Police Clearance of no more than 6 months old
- Allow for verification of qualifications
- Willing to undertake criminal records screening.
- Completion of Pre-Employment Medical Testing including alcohol and other drugs
- Production of appropriate motor vehicle licence, professional memberships and other relevant cards or licences as required.

4. CORPORATE ACCOUNTABILITY

- Comply with the Bunbury-Harvey Regional Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Council's resources within the levels of accountability.
- Providing leadership in community matters to promote harmony, opportunity and a positive community image.
- Providing efficient, accountable and quality management of public and community assets, resources and infrastructure.
- Ensure Council processes are followed to prevent and detect fraud and corruption.
- Reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.

5. DELEGATION OF AUTHORITY

Carry out duties under the management of the Chief Executive Officer, as per this position description and within all established policies and procedures of the Council as well as any statutory/regulatory provisions of the Local Government Act and other legislation.

6. OCCUPATIONAL SAFETY AND HEALTH SUPPORT

- Exercise a Duty of Care and the need to work in a safe and efficient manner, having regard to own safety and that of other workers.
- Monitors and reports workplace hazards and accidents, in accordance with correct reporting procedures.
- Further develop policies and procedures in support of all legislative and regulatory requirements.
- Support council in implementation of WHS best practices and procedures.
- Attend all WH&S training
- Conduct WH&S quarterly meetings

7. POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational or CEO needs.

By signing this position description indicates an agreement and acceptance of the contents and conditions and that it forms the basis of your employment contract with the Bunbury-Harvey Regional Council and that you understand that you will be required to actively participate in an annual performance review.



Safety & Environmental Compliance Officer

- Contract – Full Time 76 hours per fortnight
- South West WA

Job Ref: COMPLIANCE2023

Bunbury Harvey Regional Council is looking for someone who wants to make a difference and sees the waste industry as a great opportunity to make that happen.

Responsibilities include but not limited to:

- Management of the ongoing statutory compliance under operating licences,
- Management and coordination of environmental policies, procedures and plan,
- Management of council's compliance with OH&S polices and legislative requirements.

The ideal candidate will have a minimum of five (5) years' experience in a similar position with sound knowledge of waste management principles including operation and recycling activities.

To obtain an information package and position description on this opportunity, visit our website www.bhrc.wa.gov.au or contact phone 08 9797 2404.

If you value working as part of a growing and dynamic organisation that values work/life balance, please submit your application quoting the reference above. Also include a cover letter, together with your resume detailing your relevant experience, qualifications and skills, and address all selection criteria.

All applications should be sent to Bunbury Harvey Regional Council at PO Box 111, Australind WA 6233 or emailed to hr@bhrc.wa.gov.au.

The position is offering an attractive remuneration package to be negotiated with the successful applicant. To be considered for the position, Bunbury Harvey Regional Council applicants must follow the requirements detailed in the information package. To apply, you must be eligible to work in Australia.

Please note: Only successful applicants will be notified.

Applications close on **4.00pm Monday, 2 October 2023**.

As an Equal Employment Opportunity employer, the Bunbury Harvey Regional Council encourages applications from individuals of diverse backgrounds to join us in servicing our community.

Nick Edwards
Chief Executive Officer