



Recruitment Selection Criteria

Waste Officer

Position Title	Waste Officer
Section	Waste Services - Commercial Business Units
Division	Corporate Performance
Grade	9

Essential requirements

1. Excellent communication skills, both internally with council staff and externally with customers, contactors and other stakeholders. This includes providing staff inductions and general advice to internal staff as required.
2. Demonstrated ability in using various software including but not limited to Microsoft office, procurement software, customer request management software or online government agencies applications.
3. Demonstrated ability to work as part of a team in a fast pace environment.
4. A customer focused approach and a genuine interest in assisting customers, both internal and external.
5. Demonstrated experience administering registers, including highly developed numerical skills to provide detailed analysis of waste data and to prepare accurate waste data reports to contractors and government agencies
6. Strong administrative and organizational skills.

Desirable requirements

1. Previous experience working in the waste industry.
2. Previous experience with Wasteman software or similar weighbridge software.
3. Knowledge of resource recovery principles and practices in waste management

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.