

# Employment Information Package

## Project and Communications Support Officer

Western Metropolitan Regional Council  
2/317 Churchill Ave, Subiaco, WA 6008

Closing date: 4:30pm 19<sup>th</sup> October 2020

This employment package has been designed to assist you with your application, particularly in relation to the information you need to include. Please take the time to read the information carefully before completing your application

**WMRC Member Councils**

Town of Claremont | Town of Cottesloe | Town of Mosman Park | City of Subiaco | Shire of Peppermint Grove  
with Town of Cambridge

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# 1. ADVERTISEMENT

The Western Metropolitan Regional Council (WMRC) is a local government organisation with five Member Councils and one Participating Council. The WMRC was established in 1998 to provide waste recycling, transfer, haulage, and education services. The Member Councils are the Towns of Claremont, Cottesloe and Mosman Park, the City of Subiaco, and the Shire of Peppermint Grove. Recently the Town of Cambridge joined as a Participating Council.

The WMRC's mission is to *minimise and efficiently manage waste for Perth's central western communities and organisations*. The WMRC operates the West Metro Recycling Centre in Shenton Park which provides waste transfer services as well as a comprehensive range of community recycling services. The WMRC also provides the Verge Valet pre-booked vergeside bulk waste collection service for councils which opt-in.

As Project and Communications Support Officer, you will support a range of community waste communications and education programs and projects to promote the role of the WMRC and enable the community to minimise and manage waste responsibly. In particular, you will support the growing Verge Valet service.

You will have knowledge of good waste practices, experience in project support and coordination, client-orientated communications services and online and print community communications.

Applications should include a CV detailing employment history and references, and a statement addressing each of the essential and desirable selection criteria.

A remuneration package is offered as follows:

- cash salary \$61,876 pro-rata (\$37,126 at 0.6FTE);
- employer contributed superannuation 9.5%;
- additional 6.0% employer contribution (dependent on a 5% employee contribution)
- 4 weeks annual leave (pro rata, leave loading 17.5% applies).

**Applications close:** 4.30 PM, Monday 19 October 2020

**Contact:** Libby Eustance, Manager Communications and Education

**Application pack available at:** [www.wmrc.wa.gov.au](http://www.wmrc.wa.gov.au)

**Stefan Frodsham**

Chief Executive Officer

## 2. ABOUT US

### 2.1 WMRC

The Western Metropolitan Regional Council (WMRC) provides waste management services to the west central metropolitan area, including to its five member Councils:

- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- Shire of Peppermint Grove
- City of Subiaco

The Town of Cambridge has recently become a Participating Council of the WMRC.

#### **The WMRC's principal functions are:**

- Operation of the West Metro Recycling Centre, including waste transfer, waste treatment and recycling services.
- Communication and education services directed at improving waste practices.
- Policy, planning and projects directed at minimising the impact of waste on the environment.

### 2.2 KEY STRATEGIES

#### **Six key strategies guide our activities:**

1. Achieving a comprehensive, cost effective waste management service across the region.
2. Increasing the number of Councils, businesses and people using our services.
3. Divert waste from landfill by making materials and energy recovery available.
4. Promote and facilitate waste avoidance and responsible waste management in the community.
5. Develop a strong and capable organisation.
6. Contribute to the development of effective policy and advocate on our Member Councils' behalf.

## **2.3 ACTIVITIES**

### **Communications and Education Program**

The communications and education team promote the role of the WMRC and enable the community to minimise and manage waste. The WMRC communication and education programs run in collaboration with Member Council staff, volunteers, schools, community groups and others and include:

- Print, online and social media and promotional material.
- Talks, workshops, courses, festivals and events.
- Promotion of and equipment provision for low waste events.
- Provision of community recycling services.

### **West Metro Recycling Centre**

WMRC operates the West Metro Recycling Centre located at Brockway Rd, Shenton Park, which accepts waste from Councils, commercial customers and residents. The facility provides the following services:

- Waste Transfer Station – residual municipal and commercial waste.
- Bulk Waste – is accepted from Councils and residents.
- Greenwaste collection for recycling and free mulch for residents.
- Community recycling services – cardboard, metals, polystyrene, mattresses
- Problematic waste – household hazardous waste, e-waste, batteries, tyres and asbestos.

### **Verge Valet Service**

The Verge Valet Service is provided to councils which opt in on behalf of their residents. Verge Valet is a pre-booked bulk waste collection service operated in place of the traditional scheduled vergeside collection service. The WMRC's role is to coordinate the resident communications, online and in print, train the host council staff, and manage the contracts with the collection and processing contractors.

### 3. REMUNERATION PACKAGE

A remuneration package is offered as follows:

- cash salary starting at \$60,643 pro-rata (\$36,386 at 0.6FTE);
- employer contributed superannuation 9.5%;
- additional 6.0% employer contribution (dependent on a 5% employee contribution).

### 4. LODGING YOUR APPLICATION

Applications should include a CV detailing employment history and references, and a statement addressing each of the essential and desirable selection criteria.

Completed applications should be forwarded to:

#### Electronically

libby.eustance@wmrc.wa.gov.au

#### By Post or Hand

Libby Eustance  
Western Metropolitan Regional Council  
2/317 Churchill Ave  
SUBIACO 6008

#### Closing Date

Vacancies are advertised for a specific period and close at 4.30pm on the closing date indicated in the advertisement. Late applications will not be accepted.

## 5. THE SELECTION PROCESS

### The Interview Process

If you are selected for an interview, an officer from the WMRC will contact you to organise a time for interview. The interview is an important part of the selection process; and all interview questions will be based on the advertised selection criteria for the position.

The Selection Panel will generally consist of two to three members.

During the interview, the Selection Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner.

### After the Interview

**Selection Tests:** Preferred applicants may be asked to undertake selection tests.

**Referee checks:** The WMRC may contact your nominated referees and/or previous employers.

**Conditions of Employment:** Prior to any offer of employment being finalised, the recommended applicant may be required to produce ***original or certified copies*** of all relevant qualifications and licenses.

## 6. POSITION DESCRIPTION

A position description, including the Selection Criteria to be addressed by applicants, is attached.

## PROJECT AND COMMUNICATIONS SUPPORT OFFICER

### POSITION DETAILS

<b>Classification Level:</b>	5.1
<b>Team:</b>	Communications and Education
<b>Report to:</b>	Manager Communications and Education
<b>Location:</b>	WMRC Administration Offices (Subiaco)
<b>Award/agreement:</b>	Local Government Industry Award

### About the Western Metropolitan Regional Council

The Western Metropolitan Regional Council (WMRC) is a local government organisation with five Member Councils and one Participating Council. It was established in 1998 to provide waste recycling, transfer, haulage and education services. The WMRC's mission is to *minimise and efficiently manage waste for Perth's central western communities and organisations*. To do so, it provides waste facilities at the West Metro Recycling Centre in Shenton Park and a range of services.

### Key Work Statement

This role supports the communications and education team to promote the role of the WMRC and enable the community to minimise and manage waste responsibly. This will be through communications material, both physical and digital and supporting a range of projects and campaigns including the Verge Valet service.

### Extent of Authority

This position operates under the direction of the Manager Communications and Education with the authority to act within established guidelines, procedures and policies of the WMRC.

### Responsibilities and Accountabilities

<b>Safety</b>	Meet all safety requirements of employees in the WMRC OH&S Management Plan.
<b>Projects and services</b>	Support WMRC's pre-booked bulk waste collection service (Verge Valet), and projects and campaigns both within the Communications and Education team and across the organisation.
<b>Communications/ Marketing</b>	Create communications material as required to support WMRC's corporate and community communications using WMRC corporate branding. Support production of website, social media and other digital content.



<b>Community/ Education</b>	Provide promotional support to the delivery to the WMRC's community and education program including courses, workshops, events and school activities.
<b>Member Council liaison and support</b>	Support the provision of community communications material both digital and physical with and for Member Councils.
<b>WMRC staff collaboration</b>	Work in consultation with other WMRC staff to avoid or resolve problems and identify opportunities for improvement.
<b>External to WMRC</b>	As directed when working on projects.
<b>Policies</b>	Work in accordance with all WMRC policies, Code of Conduct and Strategic Community Plan and Corporate Business Plan as varied from time to time and as directed by Manager Communications and Education.
<b>Legislative Obligations</b>	Abide by the obligations detailed in the Occupational Safety and Health, Equal Opportunity, and Anti-Discrimination legislation; the Award; and the <i>Local Government Act 1995</i> as varied from time to time.
<b>Performance review</b>	Undertake an annual performance review.

## Selection Criteria

### Essential

1. Knowledge of good waste practices including avoidance, minimisation, reuse and recycling.
2. Project support and coordination experience involving data analysis, meeting deadlines and working in a team environment.
3. Experience in providing flexible, organised and client-orientated communications services dealing with competing priorities under tight deadlines.
4. Experience in community communications including in online/website/social media, face-to-face, and written formats.
5. Experience in digital media including WordPress, HootSuite, Canva
6. Ability and willingness to work on occasional evenings and weekends as required.
7. Current Motor Vehicle Driver's Licence.

### Desirable

1. Tertiary qualification in a related field.
2. Experience in working with or in State or Local Government

## Acceptance

Both parties are to sign and date the areas below to confirm their agreement to the requirements of the position. Please return the signed copy to your manager.

Accountabilities accepted by the Project and Communications Support Officer	Accountabilities accepted by the Chief Executive Officer
Signed:	Signed:
Date:	Date: