

Position Description

JOB TITLE	Rethink Waste Tasmania Engagement Officer	PARTNER ORGANISATIONS:	Circular North TasWaste South
DEPARTMENT	Cradle Coast Waste Services	EXTERNAL RELATIONSHIPS:	
CLASSIFICATION	Full-time, fixed term contract expiring on 30 June 2028.	<ul style="list-style-type: none"> • Tasmanian Waste and Resource Recovery Board • Department of Natural Resources and Environment Tasmania 	
AWARD	Local Government Award	<ul style="list-style-type: none"> • Steering Group • Operations Group 	
REPORTS TO	Rethink Waste Coordinator and DWM Business Services Manager	<ul style="list-style-type: none"> • Local Councils • Other private and not-for-profit providers of similar services 	
SUPERVISION OF	Nil		
AUTHORISED BY	Veronica Schilling, CEO	DATE AUTHORISED	March 2026

OVERVIEW

To assist in the delivery of the Rethink Waste Tasmania strategy, which aims to empower Tasmanians to rethink waste and build changes to their daily habits.

Working in direct partnership with the Rethink Waste Tasmania Coordinator and the other regional engagement officers, the Rethink Waste Engagement Officer will coordinate and implement education programs, and feedback initiatives, and engage stakeholders to promote sustainable waste management practices within education facilities, businesses and the community.

Essential duties and responsibilities

FUNCTION	TASK DESCRIPTION
VALUES IN ACTION	<ul style="list-style-type: none"> • Demonstrate honesty and integrity at all times • Hold the best intentions of DWM in the highest regard and understand the Vision and Mission of the business and the role your position plays in achieving these outcomes • Uphold a positive service culture • Actively contribute to continuous improvement initiatives
KEY RESPONSIBILITIES	<p>The Engagement Officer will:</p> <ul style="list-style-type: none"> • Liaise with a broad range of stakeholders, including peak bodies, businesses, schools, community groups, and the public. • Coordinate and deliver educational bookings, workshops, and public event opportunities within the region of operation and statewide with officers from other regions. • Deliver engaging presentations and programs across educational and public settings. • Develop and implement educational resources and initiatives aligned with the Rethink Waste Strategy and the region's Strategic Plan. • Monitor and evaluate the effectiveness of programs and adjust strategies as required.

	<ul style="list-style-type: none"> • Working with the Rethink Waste Tasmania coordinator, maintain accurate records and financial administration of project funds. • Monitor, evaluate, and report on project progress to stakeholders and management. • Assist in creating educational content for communication campaigns aligned with strategy goals. • Support a workplace that fosters a safe work environment, identifying and implementing safe work practices including risk assessment, incident reporting, workplace health and safety and wellbeing.
OTHER DUTIES	<p>This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management to support the strategic objectives of Rethink Waste Tasmania.</p> <p>To be appointed to this position, the successful applicant must be legally entitled to work in Australia and eligible to hold a Tasmanian Working with Vulnerable Person's card.</p> <p>RESPONSIBILITIES OF ALL STAFF</p> <ul style="list-style-type: none"> • Promote the image of DWM by: <ul style="list-style-type: none"> ○ Exhibiting an overall interest in DWM's responsibility to the community. ○ Taking ownership for tasks that come your way and ensuring that an outcome is delivered and escalating to the Leadership Team any barriers to achieving this. ○ Treating others in a manner that you would wish to be treated. • Support the ongoing improvement of the administration systems and procedures which manage business and environmental risks at DWM. • Timely recording of business information received directly into DWMs system.
WORKPLACE HEALTH, SAFETY & WELLBEING	<ul style="list-style-type: none"> • Understand Workplace Health and Safety responsibilities as they apply to your role and the business. • Be pro-active in identifying safety issues and resolving them and actively engage in Workplace Health & Safety (WHS) practices. • Be cognizant of how your behaviour may impact on the performance of other team members and respectful of their boundaries.
CORPORATE RESPONSIBILITIES	<ul style="list-style-type: none"> • Uphold DWM policies. • Financial delegation up to \$2,000 for purchases in accordance with the project budget and DWM Procurement Policy unless specifically nominated for a given project by the CEO.

WORK ENVIRONMENT

- This position is office based with a high level of work at the sites of others. Working from home will be by negotiation.
- Occasional work out-of-office hours at community and public events.
- Some intrastate travel (with overnight stays) will be expected.
- A dual sim phone, or call allowance will be provided to support the delivery of services.
- The position is supported by a vehicle for work and commuter purposes, together with car parking provision and a laptop.

SELECTION CRITERIA

1. Demonstrated experience in delivering education and/or engagement programs to varied audiences with ability to drive behaviour change.
2. Proven knowledge of resource recovery, circular economy and waste management practices.
3. Strong interpersonal and networking skills, with proven ability to engage and build relationships with diverse stakeholders.
4. Strong organisational and time management skills with the ability to work autonomously.
5. Flexibility and adaptability in dynamic work environments.
6. Tertiary qualifications in education, sustainability, or related fields, or equivalent experience in related disciplines.
7. Current Working with Vulnerable People registration (or eligibility to obtain).
8. Current driver’s license.

Note: All licenses/tickets/cards stated in the Position Description must be current/valid during the duration of your employment. Should there be a change in status it is the employee’s responsibility to notify your supervisor South as soon as practicable.

ABOUT RETHINK WASTE & CRADLE COAST WASTE MANAGEMENT GROUP

Rethink Waste is an education brand developed through a partnership between Tasmania’s three regional waste bodies: Cradle Coast Waste Management Group, Circular North, and TasWaste South.

It is not an entity, but a brand developed by councils through the regional bodies to communicate and engage with Tasmanians around waste reduction and resource recovery. The brand utilises a variety of approaches to promote good consumer and business waste management practices. It also acts as a one-stop shop for waste and resource recovery information.

Rethink Waste has a Vision of empowering Tasmanians to rethink waste every day. Its Mission is to support positive behaviour change for the sustainable use of resources through a well-coordinated, educational approach.

www.rethinkwaste.com.au

While this role is for Rethink Waste Tasmania, you will operate from the offices of DWM who provide the project management and governance support for Cradle Coast Waste Management Group.

DWM has an office in Devonport. The work you deliver will be overseen by the Rethink Waste Coordinator, Fiona Harding based on Hobart and your day-to-day supervision will be provided by Melissa Pearce, Business Services Manager of DWM who oversees the Cradle Coast Waste Management Groups program of work. You can find more information on CCWGMG at <https://rethinkwaste.com.au/about-2/>

Name:	
Date:	
Signature:	
Authorised by:	