

POSITION DESCRIPTION

Position: Waste Education Officer

Team: Waste Minimisation

Group: Waste, Parks & Cemeteries

Responsible To: Waste Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's vision for the community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our organisational mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

The Napier City Council Mission Statement is:

To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities to make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life.

This is a regional role working across the Ōmarunui Landfill catchment area funded from Hastings District and Napier City Councils waste disposal levy funds.

This role is for a person who has sound knowledge and experience of the environmental education sector. Additionally, they will be passionate about sharing their knowledge with others to help minimise waste and move to a circular economy.

The Hastings District and Napier City Councils' Waste Teams are responsible for delivering a significant programme of work to improve the way waste, recycling and resource recovery services are developed and delivered across the region working towards the NZ Waste and Resource Efficiency Strategy outcomes. Our work is underpinned by the Joint Waste Management and Minimisation Plan (WMMP).

With over 25 people across the two teams, they are responsible for the following functions:

- Waste minimisation activities; including education and behaviour change programmes
- Strategic waste planning and management
- Contract management of kerbside rubbish and recycling collections
- Operation of the Henderson Road Refuse Transfer Station and rural recycling stations
- Operation of the Redclyffe Refuse Transfer Station
- Operation of the Ōmarunui Landfill
- Closed landfill management

Purpose of position

This role is part of the Waste, Parks and Cemeteries Group. This Group includes Waste Minimisation, Landfill, Recycling & Transfer station, Public Spaces & Buildings Assets and the Hastings District Cemeteries and Crematorium

This regional position serves the Ōmarunui Landfill catchment area, funded through waste disposal levy funds from both Hastings District and Napier City Councils. Working in partnership with both councils' waste minimisation teams, the role drives education programmes and behavioural changes supporting Joint WMMP objectives through:

- **Programme development and delivery:** Creating comprehensive, curriculum-aligned waste education for primary, intermediate, and secondary schools.
- **Community engagement:** Managing the Te Whare Mukupara education centre and delivering off-site programmes.
- **Stakeholder partnership:** Building strong relationships with education providers and community organisations.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Waste education programme development and delivery

- Develop innovative, age-appropriate waste education programmes aligned with New Zealand Curriculum requirements.
- Plan and deliver engaging educational sessions both at Te Whare Mukupara and in schools/community venues.
- Create and curate educational resources and materials for maximum community impact.
- Promote Te Whare Mukupara education centre at Ōmarunui Landfill within Heretaunga Hastings and Ahuriri Napier communities, building positive relationships with local schools, community groups and the wider public.
- Monitor, evaluate, and report on programme effectiveness and reach.
- Maintain Te Whare Mukupara as an exemplary education facility.

Relationships and engagement

- Establish, manage and maintain effective and co-operative partnerships and relationships with key stakeholders including education providers, teachers and school management teams.
- Collaborate with mana whenua partners on culturally responsive programming.
- Provide expert educational advice and support to stakeholders.
- Serve as the primary liaison for schools and other education providers on behalf of the

waste minimisation teams.

- Develop and maintain relationships with other external stakeholders including regional and national waste education networks.

Education programme administration

- Manage teaching schedules and resource allocation to meet performance targets.
- Maintain accurate records for reporting on KPIs and programme outcomes.
- Ensure adequate stock levels of educational materials and resources including teaching kit, and arrange distribution of resources to participants.
- Coordinate project delivery within agreed timeframes and budgets.
- Promote the waste education programme to schools and other education providers.
- Maintain a tidy, clean and presentable facility at Te Whare Mukupara.

Supporting waste minimisation teams on other engagement activities

- Assist the councils' waste minimisation teams in their work including, but not limited to, responding to individual enquiries and collaborating on waste minimisation projects.
- Assist with regional and national behaviour change initiatives within Heretaunga Hastings and Ahuriri Napier.
- Contribute to team planning and strategic development activities.

Important functional relationships

External

Schools/colleges
Education providers
Mana whenua partners
Clubs and societies
General public and interest groups
Local government waste education officers
Enviroschools
WasteMINZ (including sector groups)

Internal

Waste team HDC
Waste team NCC
Landfill operations team
HDC & NCC communications teams
HDC & NCC customer services team

Committees/Groups

Joint Waste Futures Committee
Hastings District Council
Napier City Council
Hastings Youth Council
Napier Youth Council
HBRC's Youth Environment Ambassadors

Person specification

Qualifications

- A relevant university degree and/or tertiary level qualification in education with experience in waste minimisation, behaviour change or environmental management.
- Current full New Zealand driver's license.

Knowledge/experience

Strong knowledge and experience in:

- **Education programme development:** Proven track record developing and delivering innovative education programmes.
- **Youth engagement:** Demonstrated experience inspiring and engaging young people (ages 5-18).
- **Waste/environmental knowledge:** Sound understanding of waste management, recycling, composting, and sustainability principles.
- **Curriculum understanding:** Experience working within New Zealand education system and curriculum framework.
- **Stakeholder engagement:** Experience building relationships with diverse community groups.

Desirable experience

- Experience in local government or public sector
- Knowledge of Te Tiriti o Waitangi and bicultural practice
- Experience with Enviroschools or similar programmes
- Project management experience

Key personal competencies

- **Communication:** Excellent written and verbal communication, including ability to adapt messaging for different age groups.
- **Programme design:** Ability to create engaging, educational content and experiences.
- **Digital literacy:** Comfortable using educational technology and social media platforms.
- **Cultural competency:** Understanding of Te Tiriti principles and bicultural approaches.
- **Innovative:** Encourage self and others to seek opportunities for different and innovative approaches to resolve problems and opportunities.

Personal attributes

- **Self-motivated:** Proactive approach with ability to work independently.
- **Collaborative:** Team player who builds positive working relationships.
- **Adaptable:** Flexible and creative in problem-solving approaches.
- **Customer-focused:** Commitment to excellent service delivery.
- **Results-oriented:** Focused on achieving measurable outcomes.
- **Professional:** Maintains high standards and ethical behaviour.