



Position Description – Waste and Sustainability Educator

This position reports to: Resource Recovery and Waste Manager

Career Level: 15

Position purpose: As a member of the Resource Recovery and Waste Team the Waste and Sustainability Educator will be responsible and accountable for delivering engaging waste and sustainability education through the ReDiscover Centre and across the Selwyn District, encouraging community participation, interest and knowledge.

The key areas of responsibility include;

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|-------------------------------|--|
| Strategic Planning | <ul style="list-style-type: none"> • Ongoing development and delivery of an effective strategic plan for waste and sustainability education specifically designed for local students, groups, business and ratepayers. • Assist with the development of annual budgets |
| Education | <ul style="list-style-type: none"> • Manage the day-to-day operation and running of the ReDiscover Education Centre, including planning, programmes, usage, set up of displays, ensuring a high standard of presentation at all times • Develop and gather appropriate education resources for the centre to encourage community engagement and participation • Plan, organise and deliver tours of the Resource Recovery Park (compost, ReConnect project, rubbish, recycling, e-waste etc.) ensuring each tour is catered to the individual groups needs • Plan, organise and deliver engaging and relevant educational sessions to schools and community organisations both on and off site • In line with the agreed strategy - plan, organise and deliver workshops, coordinate and manage events (eg. repair café) related to Waste and Sustainability Education, attend and represent ReDiscover and Council at events/expo's etc. as appropriate • Incorporate kaitiakitanga (guardianship of the environment) and Te Ao Turoa – the intergenerational concept of resource sustainability. • Keep up to date with the latest industry developments and ensure the Education Centre resources and education programmes are updated accordingly • Promote the Education Centre within the local community, building positive relationships with local schools, community groups and the wider public. • Build and maintain connections with other environmental educators across the region and New Zealand. • Ensure displays are interactive, engaging • Preparation of advertising and promotion across multiple mediums in conjunction with the Communications Team • Ensure programmes are planned and structured to meet the needs of local community members, including consideration of the needs and interests of all age groups and abilities • Work with ReNourish Community Garden Coordinator to create, plan and host workshops and events. |
| Reporting and Analysis | <ul style="list-style-type: none"> • Provide a monthly report on education usage, numbers, demographics and survey results/feedback to the Resource Recovery and Waste Manager. • In conjunction with the Resource Recovery and Waste Manager, analyse and evaluate these findings for reflection and continuous improvement |

Administration and Customer Service

- Manage the programme calendar and event bookings for the ReDiscover education centre
- Respond to customer enquiries efficiently, providing outstanding customer service
- Support and assist with wider project/s as required
- Working alongside the community helping them to connect to and use the education centre
- Maintain up-to-date and comprehensive health and safety records and plans, ensuring timely updates in response to operational or regulatory changes.

Other duties as required

- Undertake duties that are within the broad scope of the role and may be assigned from time to time.

Direct reports: Nil

Indirect reports: Nil

Deliverables

Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.
Required assistance may include:
 - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
 - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
 - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> High level of digital literacy A minimum of 5 years experience in education/teaching/programme delivery Demonstrable passion for sustainability, the environment and waste minimisation Experienced presenting to a wide range of audiences with the ability and confidence to adapt content and teaching style accordingly Demonstrable ability to relate well to people of all age groups and learning abilities, including understanding and adapting to individual learning styles Learning and growth mindset 	<ul style="list-style-type: none"> Experience as an educator in the waste/sustainability/environmental field

Key relationships

External	Internal	Committees/groups
Council customers and Selwyn residents Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga Pines Resource Recovery Park staff EnviroSchools Facilitators Industry related educators and organisations Local schools	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Resource Recovery and Waste Manager Resource Recovery and Waste Team Sustainability Lead Infrastructure Team ReNourish Community Garden Coordinator All other Council staff	Elected Community Board Members Local community groups Lincoln Envirotown

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Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> Bachelor of Teaching and Learning/Graduate Diploma or equivalent experience Possess a full driver's licence (unrestricted private motor vehicle) 	<p>Tertiary study in an environment related field</p>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

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