



POSITION TITLE	Rethink Waste Tasmania Engagement Officer
ORDINARY HOURS PER WEEK	37.5 hours
FULL TIME EQUIVALENT	1.0 FTE, fixed term contract expiring on 30 June 2028
DATE	August 2025
LOCATION	63-65 Cameron Street, Launceston Tasmania
REPORTS TO	Operations Manager – Land & Sustainability
PARTNER ORGANISATIONS:	Cradle Coast Waste Management Group TasWaste South
EXTERNAL RELATIONSHIPS:	Tasmanian Waste and Resource Recovery Board Department of Natural Resources and Environment Tasmania Steering Group Operations Group Local Councils Other private and not-for-profit providers of similar services

ORGANISATIONAL CONTEXT

About NRM North

NRM North is one of three endorsed regional natural resource management groups in Tasmania, and one of 54 in Australia.

NRM North was officially incorporated under the *Tasmanian Natural Resource Management Act* on 26 March 2003. NRM North has statutory functions under the Act with respect to integrated natural resource management.

The Management Committee is responsible for controlling and managing the business affairs of NRM North, setting and monitoring the strategic direction of the organisation and ensuring that NRM North as an organisation meets all governance requirements.

The NRM North Management Committee employs a CEO who oversees the implementation of this strategic direction. The Staff are a team of professionals who support the Chief Executive Officer and the organisation

and work with the community of northern Tasmania to support them in the management of the region's natural resources.

Circular North is a regional initiative established in 2007 and hosted by NRM North. Partners include the region's eight local councils of Break O'Day, Dorset, Flinders, George Town, Launceston, Meander Valley, Northern Midlands and West Tamar. Circular North also supports Rethink Waste Tasmania, in partnership with the Cradle Coast Waste Management Group, TasWaste South, and the Tasmanian Government.

Guided by the waste hierarchy, an internationally accepted guide for prioritising waste management practices, Circular North applies principles of ecologically sustainable development to inform their strategy and achieve significant improvements in resource recovery.

About Rethink Waste

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

POSITION DESCRIPTION

Position Objective

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.

Key Responsibilities

The Engagement Officer will:

- 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.
- Work with the Rethink Waste Tasmania coordinator to 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 and Additional Requirements

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.

To be appointed to this position, the successful applicant must be legally entitled to work in Australia.

Occasional work out-of-office hours will be required at community and public events. Some intrastate travel (with overnight stays) may also be required.

QUALIFICATIONS

- Tertiary qualifications in education, sustainability, or related fields, or equivalent experience in related disciplines.
- Current Working with Vulnerable People registration (or eligibility to obtain).
- Current driver 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 NRM North as soon as practicable.

KEY SELECTION CRITERIA – Essential Skills and Competencies

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.

VALUES AND KEY BEHAVIOURAL INDICATORS

NRM North is committed to high standards of performance, and all employees are responsible for ensuring that behaviour is in line with the organisation's expectations and values. It is expected that your conduct will reflect the Organisation's values, and your commitment to these values will be central to your successful performance as an employee.



Integrity

We act ethically and uphold our commitments, ensuring transparency and accountability while respecting diverse perspectives.



Knowledge and innovation

We strive for continuous improvement by respecting traditional learnings, new ideas and a scientific approach to meet evolving challenges and embrace opportunities.



Care for the environment

We are committed to protecting, conserving and rehabilitating our environment and promoting sustainable practices.

Organisational Values



Working together

We collaborate to build capacity, exchange knowledge and achieve shared success.



Wellbeing

We support a work-life balance and prioritise the personal and professional growth of our team.

ROLE ACCEPTANCE

I have read and understood the content of the Position Description for my role and accept the duties, responsibilities and obligations of my position. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

SIGNED BY YOU:

Employee: _____

Name: _____

Date: _____

SIGNED BY MANAGEMENT:

Manager: _____

Position: _____

Date: _____