

Waste Educator

Our vision

Kia mahi ngātahi mō Pōneke mō tōna āpōpō
Working together for Wellington's future

Our values



He tangata, he tangata, he tangata
We put people at the heart of what we do



Whakapai ake
We're always improving



Mahi ngātahi
We collaborate



Mana tiaki
We care for our places

To learn more about Wellington City Council visit [wellington.govt.nz](https://www.wellington.govt.nz)

Role details

Group	Infrastructure & Delivery	Business unit	Waste Operations
Reports to	Waste Minimisation Manager	Location	Southern Landfill, Happy Valley

The primary target of the Wellington Region Waste Management and Minimisation Plan (WMMP) is to reduce waste to landfill by one third by 2026. Engaging with our communities is a key action to move us towards this target.

The Waste Educator is responsible for delivering waste education initiatives within Wellington City, primarily to schools and other education providers. Responsibilities include scheduling and delivering a comprehensive waste education programme providing inspiration, knowledge, and instruction to students in Wellington City.

The Waste Educator will also support delivery of other WCC actions and projects against the WMMP at a Wellington City level, and regionally in collaboration with educators from other councils in the Wellington Region.

Based at the Southern Landfill, in Happy Valley, most of their time will be spent off site delivering education in schools and other venues. From time to time they may be required to undertake weekend work and/or attend meetings.

What you'll do

Accountabilities	Responsibilities
Education Programme Development & Delivery	<ul style="list-style-type: none"> • Identify the education needs of customers, communities and stakeholders • Deliver waste education programmes and activities, primarily to schools and other education providers • Develop educational resource materials as required • Assist with monitoring, evaluating and reporting on programme progress
Relationship Management	<ul style="list-style-type: none"> • Establish, manage and maintain effective and co-operative partnerships and relationships with key stakeholders including education providers • Provide educational expert advice and support to stakeholders • Be Waste Operations' liaison for schools and other education providers • Develop and maintain relationships with other internal and external stakeholders
Education Programme Administration	<ul style="list-style-type: none"> • Promote the education programme to schools and other education providers • Manage teaching delivery schedule and work programme • Maintain sufficient stock of resources, including teaching kit, and arrange distribution of resources to participants • Assist and advise on marketing developed for promotion of the education programme
Supporting Waste Operations Team On Other Engagement Activities	<ul style="list-style-type: none"> • Assist the wider waste minimisation team in its work including, but not limited to, responding to individual enquiries, managing event bin bookings, and collaborating on waste minimisation projects • Assist with regional and national behaviour change initiatives within Wellington City
Health and safety	<ul style="list-style-type: none"> • Take responsibility for your work environment; identify hazards and risks to ensure they are addressed.

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in education, waste minimisation, behaviour change or environmental management [or equivalent experience]
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> • Developing and delivering innovative education programmes • Engagement with wide range of stakeholders and customers • Excellent facilitation, communication and interpersonal skills (eg flexibility, listening skills) • A proven track record in working with young people to engage and inspire • Sound knowledge around waste management & minimisation (e.g. recycling, composting/worm farms, sustainability, landfills). • Experience and understanding of education in NZ • Basic marketing skills

Role dimensions

Direct reports	NIL	Indirect reports	NIL
DFA Level	0	Budget	0

Key relationships

Internal	<ul style="list-style-type: none"> • Waste Operations team • Communications team • Community Partnerships Education Lead 	External	<ul style="list-style-type: none"> • Education providers • Local government waste education officers • Wellington Regional Environmental Education Forum (WREEF) • Waste Education NZ • National waste related organisations • General public and interest groups
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Ki Te Hoe – Core Capability Level

Mid-level Individual Contributor – Increasing focus on building Expertise, making more independent Decisions, demonstrating Influence and working effectively with other people. For more details on the capabilities required check out our [core capability framework](#).

Last reviewed	March 2021
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Overview of core capabilities

Category	Capability	Description
Expertise	Specialist expertise	Show technical expertise as required by your role.
Decisions	Analytical skills	Analyse information to solve problems and make decisions.
	Making our vision real	Support the Council to achieve its vision and priorities.
Results	Achievement drive	Show ambition and initiative, and take accountability.
	Performing and delivering	Plan and organise to deliver results and improve how work is done.
	Customer engagement	Engage effectively with our customers to understand and respond to their perspectives and needs.
	Managing risk	Identify risks and take action to manage them.
	Health and safety	Identify risks to health, safety, and wellbeing, and take action to manage them.
Influence	Communicating	Communicate clearly, respectfully and with impact.
	Assertiveness	State your views plainly and resolve conflicts directly.
	Persuasiveness	Persuade and inspire others.
	Political acumen	Work effectively within the local government context.
People	Connecting	Show empathy, listen actively and connect with others.
	Collaborating	Build relationships and work with others to achieve common goals.
	Inclusiveness	Work inclusively with people from different backgrounds and with different abilities.
	Mātauranga Māori	Show knowledge of our Treaty obligations, te reo, tikanga, and kaupapa Māori.
	Developing self and others	Invest in your personal development and developing others.