

Resource is a national leader in the waste minimisation industry, operating Tasmania's largest re-use centre, the Resource Tip Shop.

Resource seeks to work with the community to achieve viable, sustainable, best-practice waste minimisation and quality service through continuous improvement of the business and operations, complemented by innovative community education, within a safe and satisfying work environment.

COORDINATOR

Permanent Part-Time position - 30 hours per week (negotiable)

Reports to: The Resource Board of Management.

Positions reporting to this position: Work Area Managers, Site Managers, Infrastructure Workers, Education Coordinator, Finance Officer, Payroll Officer, Art from Trash Manager, Human Resources Officer.

Work location: Resource Office, McRobies Gully Tip Shop, South Hobart.

Wage: As per Enterprise Agreement (\$27.50 hour).

Conditions of employment

- Probationary period of 6 months
- Conditions as per Resource Work Cooperative Enterprise Agreement
- Full drivers licence.
- *Referees: Please supply contact details for three referees*

Position Description

The Coordinator is responsible for the effective monitoring of all Resource operations, to inform and support the Board of Management, to provide organisational support to all Resource workers, and to manage the day-to-day implementation of the Resource Strategic Plan. The Coordinator is also responsible to liaise with the local council and community, to coordinate the Resource office, and to research legislation relevant to Resource's operations.

Duty Areas

1. Staff development and support.
2. Day-to-day operations.
3. Cooperative framework and values.
4. Workplace health and safety and duty of care issues.
5. Working with the Board of Management.
6. Resource's strategic business plan.
7. Community liaison.
8. Council liaison.
9. Industry and government awareness.

Duties

Staff development and support

- 1.1. Facilitate and support workers in a manner that recognises, develops and values their skills and abilities and inspires commitment.
- 1.2. Support workers within the policy framework set by the Board.
- 1.3. Support people through adversity and change.
- 1.4. Facilitate and maintain team harmony.
- 1.5. Inform workers of any regulatory requirements, including Work Health and Safety Act, Anti Discrimination Act, Retail Trade Award, Resource Rules, Enterprise Agreement, Safe Work Method Statements and Resource policy and procedures.
- 1.6. Facilitate delegation of responsibility in an appropriate manner.
- 1.7. Use open, two-way communication and, where appropriate, involve others in decisions and problem-solving.
- 1.8. Disseminate information to, and encourage input from all workers.
- 1.9. Facilitate and participate in the short-listing and interviewing of potential new staff at the officer level.

Day-to-day operations

- 2.1. Facilitate the implementation of Resource Policy and Procedure.
- 2.2. Coordinate and maintain efficient office and administrative processes.
- 2.3. Process monthly statistics, including weigh bridge data, and report results to the Board, workers, and the Hobart City Council as required.
- 2.4. Monitor the safeguarding and administration of all funds, physical assets, and other property of Resource, and report to the Board as appropriate.
- 2.5. Monitor and report any other issues to the Board as they arise.
- 2.6. Oversee ordering of office supplies as required, and monitor usage and costs.
- 2.7. Where appropriate, undertake and participate in training, support and facilitate projects, research issues and develop recommendations.

Cooperative framework and values.

- 3.1. Work within the Cooperative model, including actively participating within and exemplifying the consensus decision-making process, using established process to resolve issues, and assist workers with any other Resource project or task that requires help and for which you have sufficient training.
- 3.2. Be familiar with and endeavour to follow the Resource values.

Workplace health and safety and duty of care issues.

- 4.1. Support all workers to be responsible for Work Health and Safety (WH&S) and Duty of Care issues of Resource, ensuring so far as reasonably practicable, a healthy and safe workplace.
- 4.2. Support all workers to ensure they and members of the public understand, and are complying, with all safety requirements at all times.
- 4.3. Keep up to date with legislative requirements in relation to Work Health and Safety.
- 4.4. Co-ordinate and support the Work Area Managers in their roles and periodically review all the work areas to assess WH&S policies and procedures.
- 4.5. Immediately address and/or report any workplace hazards to the Board.
- 4.6. Accident/incident reports to ensure that thorough investigations have been carried out and appropriate preventive action taken.
- 4.7. Provide information to promote WH&S awareness within Resource.
- 4.8. Oversee the delegation of the risk assessment processes for all hazardous tasks.

4.9. Facilitate with the Work Area Managers to organise Site Manager, electricals, scrap, ewaste and collectables meetings, and other meetings related to WH&S.

4.10. Integrate the Resource Vision, Mission and Values into all aspects of Resource Work Cooperative.

Community liaison and networking

5.1. Developing and maintaining appropriate networks at a local, state and national level.

5.2. Resolution of any disputes or complaints from the general public in a firm, fair and friendly manner.

5.3. Monitor and maintain general correspondence.

Working with the Board of Management

6.1. Present a written report at Board meetings on the day-to-day operations of Resource.

6.2. Present a written report at General meetings outlining the Coordinator's activities for the month.

6.3. Provide information as required by the Board to set, monitor and review Resource's strategic direction.

6.4. Develop, facilitate, and monitor plans for achieving the strategic direction, as set by the Board.

6.5. Anticipate and assess the likely impact of new directions, initiatives and opportunities to influence Resource's goals and strategic direction.

6.6. Ensure the Board of Management is supported to carry out its role by providing information and advice on relevant strategic, service and management matters.

6.7. Facilitate the organisation of annual Board elections and training in collaboration with the Board.

6.8. Such other tasks as the Board may, from time to time, determine.

Resource's strategic business plan.

7.1. Contribute to the drafting of the strategic and operational plans, and be responsible for the facilitation of identified actions within budget and timelines, as directed by the Board of Management.

7.2. Research strategies to improve financial income from Resource activities, including

finding and applying for appropriate grants.

Community liaison and networking

8.1. Developing and maintaining appropriate networks at a local, state and national level.

8.2. Resolution of any disputes or complaints from the general public in a firm, fair and friendly manner.

8.3. Monitor and maintain general correspondence.

Council liaison.

9.1. Recording items to be resolved with council as they occur, arranging and attending meetings to ensure issues are resolved in a constructive manner.

9.2. Meet with council for a fortnightly toolbox meeting and in person for higher order issues as required. Report to council on an annual basis with written reports.

9.3. Maintain lease arrangements and compliance, service arrangements with council for use of the Waste Management Centre.

Government and industry awareness.

10.1. Maintain exemplary standards in the area of minimum environmental impact.

10.2. Monitor any changes relating to legislation pertaining to Resource's operations and the waste management industry in general.

10.3. Liaise with government and non-government agencies, including peak waste management bodies.

10.4. Communicate relevant changes to the Board and all workers.

10.5. Facilitate lodgement of Resource Annual Report to Australian Charities and Not-For-Profits Commission.