



<b>Position Title</b>	<b>Container Deposit Scheme (CDS) Site Coordinator</b>
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<b>Green Collect Purpose</b>	
<p>Green Collect is a not-for-profit social enterprise that works for sustainable environmental and social change. Established in 2005, Green Collect has become one of Melbourne’s leading social enterprises and innovators in resource recovery and circular economy.</p> <p>Our mission is to create workplaces that give priority and opportunity to people facing barriers to employment while delivering innovative sustainability services that create significant environmental and social impact.</p> <p>As a strongly values led enterprise, staff and operations reflect Green Collect’s core values of:  <b>Integrity - Respect - Innovation - Reconciliation - Sustainability - Collaboration</b></p>	

<b>Job Purpose</b>	<p>The Victorian Container Deposit Scheme (CDS) has been established by the Victorian Government, and in partnership with TOMRA Cleanaway, Green Collect is establishing two large Automated Depots in Campbellfield and Coburg North and may establish other smaller sites. As well as establishing and growing these two large sites, it is envisaged that Green Collect may develop a commercial collection service from local businesses.</p> <p>The CDS Site Coordinator is responsible for overseeing specific site processing functions to ensure that the CDS depot runs efficiently and effectively whilst maintaining a positive experience for customers.</p> <p>The CDS Site Coordinator is responsible for the oversight of the Processing Team Members and ensures that they are appropriately trained and supported in their roles and development. The CDS Site Coordinator will often be the most senior staff member on site at a given time, as the CDS Lead will work across different locations.</p> <p>This role ensures that processing operations in the depots occur safely, in order to fulfill the enterprise’s social, environmental and business objectives while also fulfilling Green Collect’s social and environmental impact objectives.</p>
<b>Reports to</b>	Container Deposit Scheme Lead
<b>Locations</b>	<p>18-20 Daisy Drive, Coburg North          13 Fordson Road, Campbellfield</p> <p>The Site Coordinator will be primarily based at one of these sites, but</p>

	may be asked to fill in at the other location from time to time.
<b>Employment</b>	Full-time (37.5 hours). Flexibility available - hours will include weekdays, some weekends and public holidays.

<b>Key Relationships</b>
Internal: CDS Lead, Processing Team Members, CDS Site Coordinator for other depot, Facilities, OHS & IT Lead, COO, Leadership Team External: Customers, Business Clients, TOMRA Cleanaway

<b>Key Duties and Responsibilities</b>
<p>The CDS Site Coordinator will oversee the work of processing staff within specific processing areas and/or activities, with key responsibilities in the following areas: Safety; Service Delivery; Quality Standards and Efficiency; Communication and Support.</p>
<p><b>1. Safety</b></p> <ul style="list-style-type: none"> <li>● Assist in training staff in safe practices and standard operating procedures (SOPs)</li> <li>● Ensure safe practices and SOPs are followed throughout all shifts</li> <li>● Utilise Safety Champion or other procedures to record incidents or hazards</li> <li>● Ensure that all work is performed according to Green Collect's values and Code of Conduct</li> <li>● Help staff maintain the required housekeeping standards of the workspace during and at the end of the shift</li> <li>● Provide timely responses when safety, SOPs or the Code of Conduct are not followed</li> </ul>
<p><b>2. Service Delivery</b></p> <ul style="list-style-type: none"> <li>● Oversee delivery of all CDS operation priorities and deliverables to achieve the required service delivery outcomes including sorting containers, issuing customer receipts, educating customers on eligible containers, directing customers to the appropriate areas for disposing of material, moving and loading collection bins, tagging and processing after hours drop-off bags and accurate data collation</li> <li>● Liaise with CDS Lead to identify priorities and work schedules</li> <li>● Complete relevant data for shifts as required and assist in identifying processing priorities</li> <li>● Coordinate logistics and equipment including external stakeholder bin rotations required for smooth and efficient processing</li> <li>● Inventory replenishment and prioritisation of work, based on stock movement systems</li> </ul>
<p><b>3. Quality Standards and Efficiency</b></p> <ul style="list-style-type: none"> <li>● Provide clear standards and quality control in line with SOPs</li> </ul>

- Monitor staff activity and provide active support to ensure processing is efficient and of a high standard
- Assist in the development of SOPs and continuous improvement
- Encourage staff to be productive and engaged through setting and monitoring goals and targets within specific activities

#### **4. Communication and Support**

- Support staff through encouragement and confidence building
- Assist in tracking skills development via the Skills Matrix
- Assist in the development of 'soft skills' through role-modeling appropriate workplace communication, conflict resolution, problem solving, time management and taking initiative
- Focus on wellbeing of staff, within their designated activities, remaining attentive and responsive to specific needs of staff with special needs
- Assist staff to understand important information regarding the overall enterprise
- Recognise and celebrate important staff milestones, achievements and life events

#### **5. Other**

- Participate in enterprise activities; meetings, social and industry events
- Other duties as reasonably required

### **Personal Attributes, Skills and Experience**

#### ***Qualifications and Experience***

- Experience in a warehouse, recycling or processing operations
- Demonstrate leadership experience with the ability to support and develop staff
- Experience working with people with particular support needs is desirable
- Forklift licence required

#### ***Personal Attributes***

- A strong understanding and enthusiasm towards Green Collect's social and environmental purpose
- Ability to build rapport and relationships and lead by working alongside staff
- Strong organisational skills, ability to coordinate teams and work collaboratively
- Energetic, positive, flexible and proactive
- Excellent communication skills
- Ability to operate efficiently in a time-pressured and changing environment
- Demonstrated commitment to environmental sustainability and resource recovery

**Skills and Knowledge**

- High-level communication skills and ability to provide clear direction, encouragement and feedback
- Client focussed outlook with the capabilities to meet all customer requirements
- Excellent planning skills, and the ability to react quickly to events and prioritise in multifaceted work environment
- Organisational and time management skills
- Knowledge of resource recovery approaches and understanding of environmental processes
- Warehouse safety and systems, including experience in data entry

**Terms and Conditions**

Salary package determined by level of experience and responsibility in line with Green Collect's Job Classification Structure.

Signed:

Date: / /23

Position: Container Deposit Scheme Site Coordinator

Signed:

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Position: Container Deposit Scheme Lead