

Position Description

Waste Service Officer

Classification:	IN18/ IN19/JJ7
Business unit/department:	Waste Services / Sustainability
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	38
Reports to:	Waste Supervisor / Sustainability Manager
Direct reports:	0
Financial management:	Budget: \$0
Date:	March 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

To ensure the effective and timely collection, movement and management of Austin Health’s waste streams including (but not limited to) general, recycling and clinical waste.

About the Directorate/Division/Department

The Waste Services Team is an in-house service responsible for the collection, movement and management of Austin Health’s waste streams including (but not limited to) general, recycling and clinical waste. The team also plays a key role in reducing waste and identifying and implementing new initiatives.

Position responsibilities

Role Specific:

- Collect and move waste from key collection points including driving Austin Health operated vehicles.
- Adhere to Austin Health waste management procedures.
- Contribute to initiatives and programs that result in waste cost savings, maximising efficiency and effectiveness and elevating staff awareness and education.
- Assist Austin Health to achieve its waste management targets.
- Work collaboratively with other staff across Austin Health.
- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time.
- A commitment to achieving environmentally sustainable healthcare

Waste Officers may be able to access different shifts times. These are:

Monday to Friday:

- 05:00 - 13:06
- 08:00 - 16:06
- 13:30 - 21:36

Saturday and Sunday:

- 07:00 - 15:06
- 11:00 - 19:00

Note: Officer will be required to work weekends and public holidays. Shift times may vary at both of our Main campuses.

Selection criteria

Essential for Performance in the Position

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- To be able to work unsupervised.
- To be able to work in a team environment.
- To be able to take initiative.
- To have good oral communication skills.
- Experience in waste management.
- Knowledge of waste generation processes in healthcare.
- Demonstrated understanding of hospital environments, including clinical areas and management structures.
- Truck - Medium rigid license

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health’s core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health’s Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health’s immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future