

Technical Assistant I - Landfill

- **Full-time permanent position**
- **Attractive compensation and benefits**
- **Career path opportunities with genuine work-life balance**
- **Melbourne-based, located just off Monash Freeway (Mount Waverley)**

Due to continued growth in Australian Environmental Auditors Pty Ltd (AEA) landfill business, we are seeking to recruit a Technical Assistant I (Landfill) to work within AEA's landfill team in our Melbourne office.

The vacancy is for a full-time ongoing position.

About AEA

AEA provides specialist expert advice and environmental auditing services in landfill, contaminated land and associated disciplines across the country. Our independent regulatory appointed auditors and expert technical specialists help clients successfully overcome their environmental project challenges. Our highly experienced landfill team has been involved in hundreds of environmental landfill tasks; auditing, high level advisory and assessment, and as expert witness.

With offices in Melbourne, Adelaide and Perth, we are a people-driven organisation and are committed to investing in our people to ensure we have the right skills base and a healthy, diverse and supportive culture.

AEA is supported by strong company values (our SPIRIT) and is committed to the principles and practices of Equal Opportunity and Cultural Diversity.

Our Value

AEA offers team members:

- competitive remuneration;
- opportunities for quarterly bonuses;
- access to ongoing training and career development opportunities;
- employee assistance program;
- flexible working conditions, and
- the opportunity to contribute in a diverse and rewarding environment.

The Position

As the Technical Assistant I (Landfill) at AEA, you will be working as part of AEA's dedicated landfill team which includes two of Australia's most experienced landfill experts, in addition to AEA's auditors. The role includes reporting to the National Landfill Manager (NLM) on day-to-day, administrative and general issues.

As part of AEA's landfill team, the Technical Assistant I (Landfill) will also work closely with AEA's technical audit team. The successful candidate will be expected to provide technical landfill support and assistance in both field and office assignments. Office related assignments can include review of landfill technical reports, analysing and interpreting data, preparation of technical reports and correspondence associated with the projects.

Your Skills & Experience

- Tertiary degree in Science or Engineering.
- 1 year or more experience working in a similar landfill-related capacity (desirable).
- Well-developed interpersonal and communication skills, with advanced written capabilities.
- Excellent written English skills.
- Technically minded with the ability to identify new approaches and opportunities for improvement.
- Practical, can-do work ethic.
- A willingness to learn and develop technical skills in the landfill management space.
- Strong organisational and time management ability including administrative and some level of project management skills.

To Apply

Please send your application, including a covering letter and CV, to careers@envaud.com.au.

Please visit [AEA's Current Vacancies](#) page to view the Position Description for this role.

Candidates must currently reside in Australia, be an Australian citizen and/or hold the appropriate ongoing working visa. Visa sponsorship is strictly not available for this position.

Applicants should be available for immediate start subject to any applicable notice periods.

AEA Position Description

EMPLOYEE:		POSITION:	Technical Assistant I (Landfill)
LOCATION:		REPORTS TO:	National Landfill Manager

POSITION SUMMARY

The Technical Assistant I (Landfill) reports to the National Landfill Manager (NLM) on day-to-day, administrative, and general issues. However, you will also work closely with the audit team at Australian Environmental Auditors (AEA). The role is to provide technical landfill support and assisting with the review of landfill technical reports and data, work plans, monitoring programs, preparing/drafting tables, letters, and reports.

KEY ACCOUNTABILITIES

1. Provide landfill technical support to the NLM, landfill team and auditors to manage and/or perform accurate and timely reviews, responses, letters, reports and/or landfill technical documents, as requested.
2. Assist the auditors, NLM and/or other technical team with site visits, ensuring all compliance with operational and safety procedures and other relevant legislation.
3. Assist with landfill projects and perform related duties as required, including technical and/or administrative support.
4. Maintain good industry knowledge to stay up to date on the relevant guidelines and regulations, ensuring full compliance of all audit documentation and reports.

GENERAL RESPONSIBILITIES

1. Full compliance with AEA's policies and procedures.
2. Demonstrate respect and behave appropriately towards colleagues and external stakeholders.
3. Show support and initiative with the Business Management System: Quality, OHS, Environment.
4. Complete timesheets and invoicing promptly.
5. Contribute proactively to good WHSE practices and improvements.
6. Show support and initiative with BD & Marketing, HR, and administrative tasks.
7. Conduct all business in a professional and mature manner.
8. Demonstrate positive workplace culture and team contribution.
9. Maintain personal career training to improve self-knowledge and overall knowledge of the team.
10. Assist with training others through AEA's internal training program.
11. Assist the implementation, maintenance, and innovation of BMS; OHS; and EMS initiatives.
12. Embrace and follow AEA's SPIRIT value, and contribute to create a workplace that is stable, cohesive, dynamic, and diverse.

KEY PERFORMANCE AREAS	KPIs
<ul style="list-style-type: none"> Assist with landfill and other technical related works, including review of consultants' reports and draft response correspondence for review by NLM and/or the relevant technical team members. Assist with population of landfill and other related technical reports under the guidance of NLM and/or the relevant technical team members. Assist with conducting site inspections when required and maintain accurate records of the site visits. Ensure record keeping of both digital and hard copy job and audit files are adequate and up to date. Preparation of proposals and assistance with tender preparation (as required). Fulfil the requirements and directions of the Business Management System (BMS) as it pertains to your role. 	Technical Audit Assistance (95%)
<ul style="list-style-type: none"> Assist with incoming communications, including the issuance of internal messages and emails. Contribute to the development and maintenance of the company workplace policies & procedures. Actively participate and contribute to AEA's events, including training days and other social networking events. Comply with and help drive BMS; OHS; and EMS initiatives. Assist with business development activities. Any other duties as requested from the National Operations Manager (NOM) and the Office Manager. 	Administrative Assistance (5%)

SKILLS, EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> Tertiary degree in Science or Engineering. 1 year or more experience working in a similar landfill-related capacity (desirable). Well-developed interpersonal and communication skills, with advanced written capabilities. Technically minded with the ability to identify new approaches and opportunities for improvement. A willingness to learn and develop technical skills in the landfill management space. Strong organisational and time management ability including administrative and some level of project management skills.

KEY RELATIONSHIPS
<p>All AEA Employees are responsible for managing relationships and service interactions with the company's stakeholders. You will need to work to deliver an honest, firm, and fair experience with:</p> <ul style="list-style-type: none"> Internal stakeholders – board, directors, NOM, NLM, landfill team; auditors, technical and project team, BMS; OHS; and EMS team, and corporate services (administration, BD/marketing, HR, finance) team. External stakeholders – clients, regulatory agencies and government departments, local government, consultants, contractors, and other service providers as they arise.

I understand and agree to this role's responsibilities and purpose:			
Employee Signature:		Date:	
Manager signature:		Date:	