



Southern Downs
REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title:	Senior Planning Officer - Water & Wastewater	Reports to:	Manager Water
Department:	Water	Directorate:	Infrastructure
Stream:	Stream A admin	Pay Level:	Level 5 (Division 2 - Section 1) \$3,324.54 – \$3,455.97 / fortnight plus superannuation
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Water and Wastewater Department works within the Infrastructure Directorate and reports directly to the Director Infrastructure with the directive to deliver on the water and wastewater obligations of Council, whilst providing a high level of customer service to the community.

Council's Water Team delivers the essential services of water and wastewater (sewerage) to the Southern Downs community. Water services starts at the source including the treatment and pumping of water, maintaining the network and providing water metering services.

Wastewater services start with the property connection and includes maintaining the sewer network, managing pump stations and delivering wastewater treatment services at facilities across the region.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Lead the Water & Wastewater Services Planning to deliver strategic planning for the long-term development of Council's water supply and wastewater schemes.

To develop long-term infrastructure plans and asset management strategies for the sustainable delivery of water supply and wastewater services and the development of new infrastructure, including adequate provision for increasing demand associated with future projected growth and asset renewals.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- In collaboration with the Manager Water and Capital Delivery Principal Engineer, develop long term infrastructure plans for water and wastewater treatment, distribution, transfer, collection, and disposal.
- Update and maintain the 10 year financial forecast, and take ownership in the preparation of the 30 year financial plan, seeking information and guidance from the Manager and others as required.
- Develop, update and maintain long term water supply and wastewater servicing strategy for each town.
- Develop, update and maintain proactive maintenance programs for all water and wastewater assets such as dams, treatment plants, pump stations, reservoirs and distribution systems.
- Identify and implement opportunities to automate asset management and maintenance practices, in consultation with the Manager.
- Commission and manage studies, investigations, optioneering and concept development for provision of improved and expanded water and wastewater services as needed.
- Develop and maintain water and wastewater modelling and scenarios.
- Assist with the development, implementation and updating of asset management systems, plans and strategies for water and wastewater assets to ensure effective management throughout their life cycle.
- Process referrals for water and wastewater in relation to planning and development proposals, providing advice and conditions for approvals within Council's timeframes.
- Provide specialist and consultative advice on complex water and wastewater matters.
- Liaise with other government departments, statutory authorities, industry bodies and other organisations to facilitate compliance and promote best practice.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Demonstrated experience in water and wastewater strategic and asset planning, lifecycle management and development of strategies, processes and procedures.
2. Demonstrated experience in project and program development, justification, prioritisation, monitoring and reporting to ensure expected outcomes, deliverables and standards are met.
3. Demonstrated experience in planning and development of long term capital, renewals and maintenance plans and programs.
4. Proven ability to lead, develop and mentor staff and to establish and monitor team outcomes in order to achieve work objectives, and to effectively manage consultants and contractors.
5. Well developed organisation and time management skills, with the proven ability to set project priorities, plan and organise own work and that of subordinate employees.
6. Excellent communication skills, both verbal and written, with ability to write and present detailed reports.
7. Well developed facilitation, stakeholder engagement and management, negotiation and problem-solving skills.

DESIRABLE CRITERIA

1. Experience in modelling for water and wastewater is very desirable.
2. Sound understanding and general interest in Local Government operations.
3. Sound understanding of legislations relevant to operation of water utility in Queensland.
4. Demonstrated experience in asset management.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Tertiary qualifications in engineering or asset management or a related discipline.

1.11 OTHER POSITION REQUIREMENTS

PROBATION PERIOD

- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

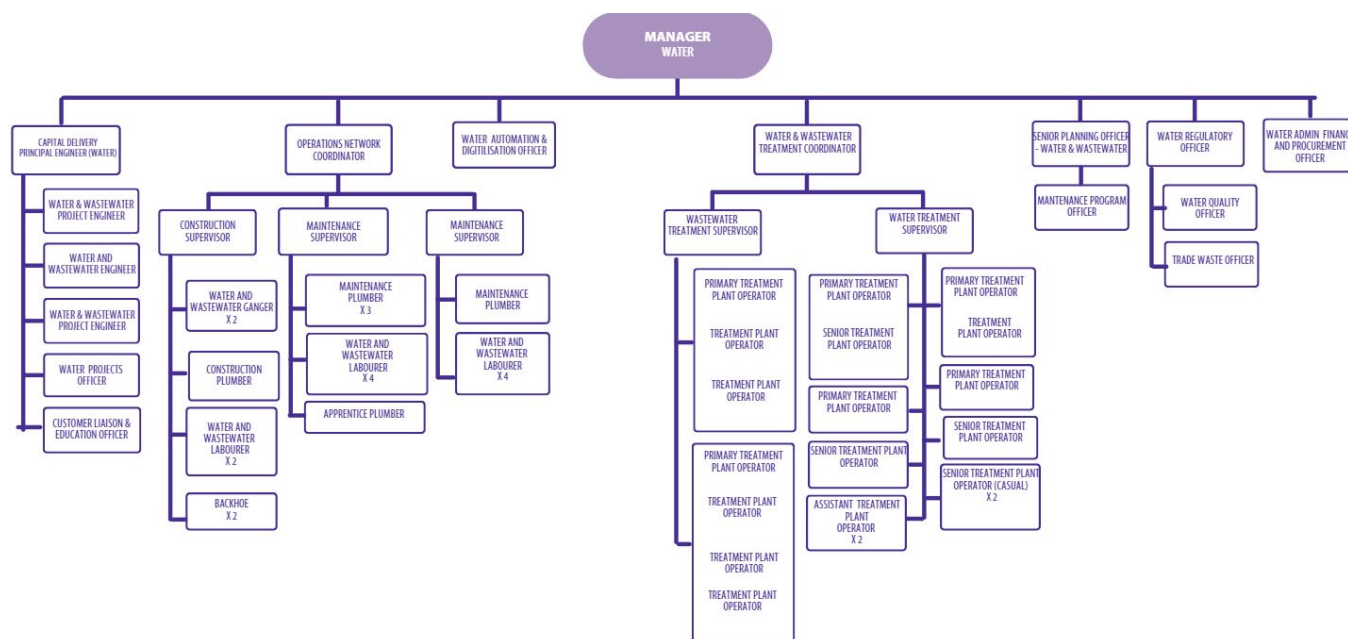
PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)

- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.



Southern Downs
REGIONAL COUNCIL

Southern Downs

A great place to live, work, play and stay.