

Position Description



Position Title	Manager Water and Wastewater Operations
Group	Water and Wastewater Operations
Reports to	Chief Operating Officer
Grade	14
Date reviewed	July 2022

Primary Purpose

Deliver the principal activities of the Delivery Program and Operational Plan and agreed service levels and contributes to the strategic direction of Council.

Departmental Portfolio

The indicative functions of the portfolio for this position include:

- Wastewater Operations
- Water Operations






As a member of the Management Team, the incumbent will exemplify Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Translate the principal activities of the Delivery Program and Operational Plan into plans, programs and projects across water and wastewater to meet community and organisational priorities.
- Coordinate work programs and plans to deliver the principal activities of the Operational Plan to meet community and organisational priorities.
- Guide and manage the department's contribution and the organisational performance of the Council through continuous improvement activities that enhance service quality, accessibility and responsiveness.
- Manage resources (time, finances, assets, people) to deliver the principal activities of the Delivery Program and Operational Plan.
- Deliver the services of the departmental portfolio according to legislation, adopted strategies and plans to meet community needs and organisational priorities.
- Guide and manage the departmental portfolio's contribution and the organisational performance of the council to enhance service quality, accessibility and responsiveness.
- Manage and guide the application of systems to address statutory, risk management and other obligations to facilitate ethical decision making, actions and conduct.

- Support the delivery of water and waste water capital works projects.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Chief Infrastructure and Projects, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Advanced
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

Essential Criteria

1. Degree qualification in Environmental Science, Engineering or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Demonstrated experience in the management of water supply and wastewater schemes and major projects.
3. Demonstrated technical knowledge of water and wastewater asset management, infrastructure and property.
4. Proven ability to engage with and influence a diverse range of internal and external stakeholders in a political environment to achieve fit-for-purpose outcomes that drive the achievement of strategic goals.
5. Demonstrated ability to interpret and apply relevant legislation.
6. Experience in reporting particularly in the areas of corporate management and organisational reporting and technical matters within the portfolio.
7. Proven track record leading, coaching, developing and supporting staff to achieve work targets and objectives efficiently and effectively.
8. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date