

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Senior Water Engineer	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	6422	Classification Level:	8
Employment Location:	East Depot	Position Status:	Full-time Permanent
Department:	Infrastructure	Document Last Reviewed:	20/01/2023
Branch:	Water Services	Job Dictionary:	N/A
Accountable To:	Manager, Process & Asset Management		
Aim of Position:	The focus of this position is to lead technical engineering studies and innovative optimisation projects within Water Services.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Lead and motivate a small specialist technical team
2. Engage and manage consultants to support the specialist engineering needs of the business, primarily the innovation and optimisation space.
3. Lead the development of operational engineering specifications and standards
4. Identify and recommend operational initiatives to sustainably uplift the safety and asset performance of in-service assets.
5. Lead engineering designs, proposals, specifications, manuals, and other documentation for in-service assets.
6. Specify system components or direct modification of assets to ensure conformance with engineering design, performance specifications, and standards.
7. Provide technical guidance to stakeholders.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Tertiary Qualification in the field of Process Engineering or equivalent engineering degree (Mechanical, Environmental, Civil or Electrical Engineering).
2. Excellent people skills and stakeholder management experience.
3. Proven technical abilities and organisational skills, including the ability to manage consultants, ensuring that investigations and technical memorandums are delivered in a timely manner.
4. Highly developed skills in written and oral communication, including excellent liaison skills.
5. Possession of a current Class 'C' Drivers Licence.

Desired:

1. Registered Professional Engineer Queensland (RPEQ) or ability to obtain registration
2. Experience in leading a small team
3. Demonstrated experience in working with water & wastewater assets.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

<p>Building Relationships (mandatory)</p>	<p>Building relationships with teams and stakeholders:</p> <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalises on these for the benefit of the organisation
<p>Customer Focus (mandatory)</p>	<p>Understands customer perspectives and works across boundaries:</p> <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
<p>Safety and Professionalism (mandatory)</p>	<p>Champions and models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
<p>Job Requirements (mandatory)</p>	<p>Applies business management skill:</p> <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
<p>Cross-Organisational Thinking</p>	<p>Understands how their team's work aligns to Council's objectives:</p> <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives

	3. Considers wider organisational objectives when making decisions and performing work
Leading People	<p>Inspires individual and team commitment to achieve results:</p> <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing People with a One Team Focus	<p>Builds team capability:</p> <ol style="list-style-type: none"> 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving People's Performance	<p>Manages team performance:</p> <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing Stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and works collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision Making	<p>Displays rigour in advice:</p> <ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supported by a clear rationale 2. Looks beyond the obvious and persists with analysis and solutions 3. Makes timely decisions
Making Improvements	<p>Drives continuous improvement:</p> <ol style="list-style-type: none"> 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	<p>Champions and implements change:</p> <ol style="list-style-type: none"> 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance for all roles and levels in Council

Accountability	Action
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1. People Management	<ol style="list-style-type: none"> Oversee and manage the performance management process, including completing performance appraisals and managing unsatisfactory performance, for direct reports to drive and recognise high performance. Manage the recruitment and selection process within area of responsibility. Actively coach and develop direct reports, continuously assess training needs and monitoring completion of agreed training.
2. Workplace Health and Safety	<ol style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
3. Culture	<ol style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
4. Information Services and Technology	<ol style="list-style-type: none"> Protect and manage Council's information assets in accordance with legislative, policy and process requirements. Use Council's technology appropriately and with respect.
5. Disaster Management	<ol style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
6. Customer Service	<ol style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
7. Financial Accountability and Governance	<ol style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable.
8. Corporate record-keeping	<ol style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's record-keeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers.