



Position Description

Position Summary

Position Title:	Strategic Engineer – Water and Wastewater
Position Status:	Permanent, full-time
Reports to:	Manager Water and Wastewater
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 17
Remuneration Package:	Superannuation Access to leaseback vehicle

Position Objective

- To provide technical expertise on strategic drinking water, recycled water and wastewater matters related to asset planning, asset management, system analysis and project investigation and design.
- To undertake planning and policy formation with reference to NSW DPI Water Best Practice Management Framework.
- To conduct project management and preparation of investigations, plans, options assessments and business cases for water and wastewater infrastructure that meets customer service objectives.
- To provide a high level of customer service to Council's internal and external clients on drinking water, recycled water and wastewater engineering related matters.

Organisational Relationships

Within Department:	Group Manager Civil Services Water and Wastewater Engineers Team Leader Water and Wastewater	Manager Water and Wastewater Water and Wastewater staff
Within Council:	General Manager Councillors	All Council employees
External to Council:	Members of the public Contractors Regulating bodies Industry associations Consultants	Local businesses Auditors Government organisations Regionals organisations Community enterprises

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to water and wastewater matters.
- Provide safe and reliable drinking water, recycled water and sewage management services to the Ballina Shire community.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Planning of Drinking Water, Recycled Water and Sewer Infrastructure

- Coordinate the planning and development of Council's drinking water, recycled water and wastewater infrastructure.
- Coordinate the management systems associated with Council's drinking water, recycled water and wastewater activities.
- Undertake drinking water, recycled water and wastewater asset management planning and policy formation for the timely provision of infrastructure associated with the shire's growth and development.
- Implement asset performance monitoring processes which inform asset risk ratings.
- Develop and implement a comprehensive maintenance schedule to promote proactive maintenance of infrastructure.
- Assist with the development of strategies and forward plans to meet the objectives of Council.
- Assist in the development of strategies, programs and operations that will enhance Council's capital works and environmental management performance.
- Carry out other functions and responsibilities as directed.

Staff / Contractor Supervision

- Set and manage project expectations with team members, contractors and stakeholders and delegate tasks and responsibilities to appropriate personnel.
- Manage subcontractors to ensure compliance with plans in terms of time, quality assurance issues and organisational requirements.
- Coach, mentor, motivate and supervise the project team members and contractors to ensure positive actions and accountability.
- Identify and resolve issues of project conflict with the project team.

Written Communication

- Assessment and determination of development applications, including integrated developments and subdivision applications (that involve drinking water, recycled water and sewerage issues).
- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Prepare business cases for project approval and funding.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Prepare and monitor budgets and provide updates and recommendations when amendments are required.
- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management in a clear and concise manner according to Council requirements.

Work Health and Safety

- Ensure all work is carried out in accordance with Council's safe work procedures and WHS policies.
- Prepare job packages to allow field staff to undertake project work in a safe manner.
- Liaise with Council's Risk and Human Resources section prior to commencement of medium to high risk projects to ensure all documentation and procedures are in place.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications in an engineering or related discipline, together with proven extensive professional experience working in the water and wastewater field.
- Class C driver licence with a good and safe driving record.
- Proven extensive professional experience in drinking water, recycled water and wastewater infrastructure planning, design, construction or operation.
- Demonstrated time management skills with the ability to manage projects and programs in a timely manner and to agreed outcomes.
- Demonstrated ability to brief and manage service providers, including consultants and temporary staff, such that agreed outcomes are delivered.
- Proven sound project investigation and design skills associated with civil engineering operations.
- Demonstrated excellent interpersonal skills, including high level ability to negotiate and consult on complex matters and provide technical advice and services through effective written and verbal communication.
- Demonstrated ability to work in a team environment.
- Proven understanding of and competency in utilising Microsoft Office applications.
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program.
- A thorough knowledge and understanding of the principles and practices of risk and environmental management, equal employment opportunity and work health and safety and an ability to apply them to work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Demonstrated ability to improve asset management systems and processes.
- Work Safely in the Construction Industry Induction ticket (white card) or equivalent.
- Experience in computer applications for engineering designs, system analysis and studies.
- Experience in the establishment and management of water and sewer hydraulic models.
- Experience in the development of long term financial plans for infrastructure.
- Commitment to continuing professional development.
- Ability to work within and contribute to a changing environment.

Information Package

Strategic Engineer – Water and Wastewater

APPLICATIONS CLOSE: Friday, 31 August 2018

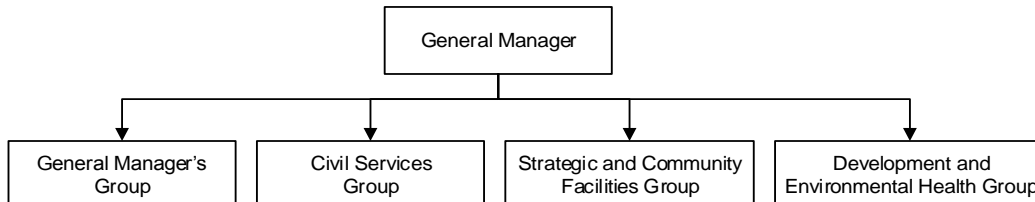
Position Overview

Council's Water and Wastewater section is seeking an experienced and qualified Strategic Engineer. Reporting to the Manager Water and Wastewater, the position is responsible for providing technical expertise on strategic water and wastewater matters related to asset planning, asset management, system analysis and project investigation and design.

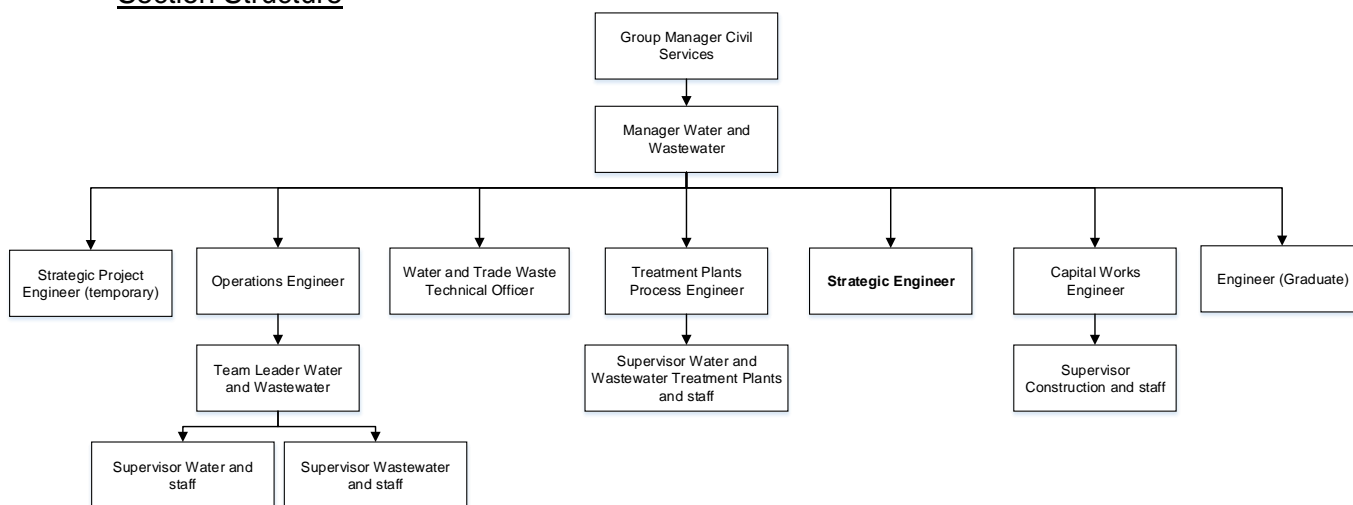
A key focus of the position will be to provide a high level of project management and policy formation to support the delivery of strategic water and wastewater programs in line with Council's Delivery Program and Operational Plans.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Strategic Engineer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Blood test to check immunisation status against Hepatitis A and B. Please note that if pathology results identify non-immunity, it is a requirement of this position that the successful candidate participate in an immunisation program.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award 2017. The position of Strategic Engineer provides an annual salary range of \$87,100 to \$100,000 (plus superannuation), dependent upon experience, skills and qualifications.

This position will work under a 19 day four week working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

A leaseback vehicle for work and private use is also available in accordance with Council's Light Motor Vehicle procedure.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Strategic Engineer are listed in the position description. Applications that do not address these criteria will not be considered. In addition, Council's Application Form will need to be completed and the following details provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Strategic Engineer is as follows:

Closing date: Friday, 31 August 2018

Interview date: Week commencing 17 September 2018

Candidates notified of outcome: Week commencing 24 September 2018

For further information on this recruitment process, please refer to the Information for Job Applicants sheet or contact Council's Human Resources section on 02 6686 1443.