

# Position Description: Stormwater and Flood Management Planner

## POSITION DETAILS

<b>Position grade</b>	Grade 12		
<b>Position type</b>	Permanent, full-time		
<b>Reports to</b>	Executive Stormwater and Infrastructure Design Engineer		
<b>Department</b>	Environment and Planning – Engineering and Building		
<b>Job function group</b>	Professional		
<b>Staff reporting responsibilities</b>	Nil	<b>Budget responsibility</b>	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The purpose of this role is to contribute to the effective and efficient management of the community's stormwater infrastructure and to improve the community's resilience to floods.

## QUALIFICATIONS AND EXPERIENCE

### ***Essential***

- Tertiary qualifications in Civil/Environmental Engineering, Natural Resource Management, Environmental Science or equivalent.
- Minimum five years' experience in floodplain management, planning or environmental engineering
- Currently or eligible to become a member of Institution of Engineers Australia.
- Extensive experience in project management of complex projects or strategic analysis
- Experience in addressing issues associated with floodplain planning and stormwater asset maintenance/replacement.
- Knowledge of Water Sensitive Urban Design and Integrated Water Cycle principles.
- Understanding of the NSW Flood Risk Management Process and Flood Prone Land Policy.
- Understanding of the interaction between catchment management and strategic/ land use planning.

- Experience with tender/ technical brief preparation, budgeting, tender evaluation, procurement and contract management.
- Experience with financial control and budget preparation, including grant applications.
- Highly developed problem-solving skills.
- Effective report writing & oral communication skills.
- Demonstrated ability to work in a team environment with other staff, and/or consultants on special projects.
- Current Class C driver's licence.
- Hold a current General Construction Induction Card (White Card)

### ***Desirable***

- Developed organisational & interpersonal skills.
- Working experience in Geographical Information Systems (GIS)
- Local Government experience in the fields of stormwater, flood management, planning and public consultation.

### **EMPLOYMENT SCREENING CHECKS**

- ☐ Qualification/s verification
- ☐ Drivers Licence check (Completed upon commencement and in line with Council's annual drivers licence check)

### **DUTIES AND RESPONSIBILITIES**

- Provide professional advice on all stormwater planning, flooding matters to a range of stakeholders in a timely manner.
- Ensure that all advice/options/recommendations provided to Senior Management have been considered against best practice and in accordance with Council's objectives and current legislation.
- Assist with the development, implementation and review of Council's standards for floodplain management, stormwater management and drainage assets.
- Contribute to the stormwater planning process and develop project management plan.
- Prepare accurate reports to Council as required.
- Represent Section, Unit and Council in relevant committees, professional forums and public meetings.
- Liaise with external professionals and developers in relation to the developments within floodplain, impacted on council drainage assets and civil infrastructure where required.
- Carry out all duties in accordance with relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies and WH&S and Rehabilitation legislation.
- Preparing briefs for consultants.



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- Ensure that requests/complaints are processed promptly in accordance with Councils Delivery Service Standards.
- Thorough technical investigation and risk prioritisation of stormwater infrastructure works.
- Assist in Council's risk minimization by the competent preparation and review of:
  - Stormwater asset management / maintenance plans,
  - flood studies and floodplain risk management plans,
  - local emergency management plans,
  - capital works priority programs,
  - dam safety emergency management and maintenance plans,
  - stormwater quality, harvesting and reuse strategies & plans.
- Assist the Executive Engineer and Coordinator in effectively managing the objectives of the team.
- Research and prepare grant submissions to maximise external funding opportunities.
- Assist the Executive Stormwater and Infrastructure Design Engineer in the management of the Floodplain Management Committee meetings.
- Maintain databases for OSD systems, flood mitigation and stormwater quality control devices.
- Undertake community consultation and effectively involve all stakeholders in the implementation of the Floodplain Risk Management Process, including the organisation and running of public consultation meetings outside normal business hours.
- Ensure all internal records and databases are well maintained in relation to stormwater matters.
- Ensure that resources are utilised taking into consideration best practice approach for floodplain management, asset management, in accordance with Council's objectives and current applicable legislation.
- Undertake planning and other administrative duties as directed by the Executive Stormwater and Infrastructure Design Engineer and/or Coordinator Engineering Services and/or Executive Manager Development and Building and/or Director Environment and Planning.

## YOUR CORPORATE ACCOUNTABILITES

### ***Work Health and Safety (WHS)***

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure



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- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

### ***Child Safe Organisation***

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

### ***Fraud and Corruption Prevention***

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.
- Comply with Council's ethical conduct, risk management and policy frameworks and Fraud and Corruption Control Plan and Policy.
- Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

### ***Customer Service***

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request



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management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

**SIGNATURE AND ACCEPTANCE OF POSITION**

Employee name	
Employee signature	
Date of acceptance	