

Role Description

Section Manager Asset Security and Reliance



Title	Section Manager Asset Security and Reliance
Classification/Grade/Band	Band 3 Level 4
Reports to:	Director Water and Sewer

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary purpose of the role

Reporting directly to the Director Water and Sewer, the role of Section Manager Asset Security and Reliance is responsible for the management all Water and Sewer security and natural hazard risk identification and treatments.

In addition, the Section Manager Asset Security and Reliance will provide day to day leadership and collaboration with teams of professionals (both within and outside the Water and Sewer Directorate) responsible for the management of security (physical and cyber) and natural hazard risks across the Water and Sewer asset base. This will be achieved through the provision of professional advice to the Director as well as frequent expert liaison with external authorities whose activities affect the Council.

Key accountabilities

- Lead and manage a multi-skilled team in security and asset reliance functions for the Water and Sewerage Directorate and associated infrastructure;
- Develop, implement, and manage the Asset Security and Reliance - Risk Management Programme, including the development of policies and procedures for security of Water and Sewer infrastructure in accordance with Security of Critical Infrastructure (SOCl) legislation, Council's Enterprise Risk Management Framework and Business Continuity Plans;



- Liaison directly with Department of Home Affairs in relation to SOCI requirements relating to Central Coast Water and Sewer Directorate;
- Lead the assessment and management of all security, supply chain and natural hazard risks to realise an appropriate all hazards risk posture for the Water and Sewer Directorate;
- Collaborate with other Units in Water and Sewer and other Directorates to ensure all security and natural hazard, supply chain and cyber risk treatments are being sustained and operated effectively;
- Lead the development of strategic initiatives and implementation of operational activities to maintain effective security governance and assurance arrangements in Water and Sewer;
- Collaborate with Council's cyber and information security colleagues to ensure Water and Sewer risks are incorporated in Council's business risk profiles, risk treatments are being funded and implemented, and risk controls remain sustained and effective;
- Provides, monitors, and manages adequate internal and external resources to meet the requirements within the program;
- Optimise business outcomes through initiating and developing long-term goals and plans to guide the work of the team in line with organisational objectives;
- Demonstrate accountability by identifying and implementing safe work practices, taking a systematic risk management approach to ensure the health and safety of self and others.

Interpersonal Skills and Personal Attributes

- Provides appropriate leadership to assist staff achieve their objectives;
- Develops and actively manages team harmony and resolves conflict in the team;
- Regularly checks progress by direct reports in meeting their development goals;
- Demonstrate commitment to customer service by finding opportunities to collaborate with internal and external stakeholders to achieve an improved customer experience;
- Display strong influencing and mediation skills by negotiating from an informed and credible position to influence change in Water and Sewer Directorate and other Directorates;
- Communicate effectively by adjusting style and approach to translate technical information for a range of audiences, thereby optimising outcomes;
- Display resilience and courage by providing open and honest feedback.



Leadership / Management

- Act with integrity by demonstrating professionalism and setting an example for others to follow.
- Demonstrate awareness by actively seeking, reflecting and acting on feedback relating to own performance, and translate negative feedback into an opportunity to improve;
- Communicate effectively and create opportunities for others to be heard and contribute to discussion and debate;
- Deliver results by understanding organisational priorities, communicating team roles and responsibilities and ensuring the effective acquisition and use of resources to respond;
- Apply sound problem solving by participating in and contributing to team/unit initiatives to resolve common issues and identify/share business process improvements;
- Demonstrate accountability by assessing work outcomes and identifying and sharing learnings with the team to inform future actions;
- Display strong people management by addressing and resolving team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way;
- Display a proactive approach to identifying and managing risk across the Directorate;
- Inspire direction and purpose by translating broad goals into operational needs and explaining linkages for the team.
- Manage change effectively by engaging staff in the process and by providing guidance, coaching and direction during periods of uncertainty.

Technical

- Maintain strong acumen of security initiatives for critical infrastructure;
- Development of communication initiatives to enable all stakeholders to understand requirements and responsibilities of the Risk Management Programmes;
- Demonstrate sound risk management by implementing Council's Enterprise Risk Management Framework Policies and procedures in delivering an acceptable security risk management posture for the Water and Sewer Directorate
- Apply a range of reporting writing styles to tailor communications to the audience and explain complex concepts and arguments;



- Demonstrate a sound facilitation skill relevant to the work unit and identify and select the most appropriate solutions;
- Demonstrate sound project management by monitoring the completion of project milestones against goals and initiate amendments where necessary;
- Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks.

Finance and Governance

- Deliver results by ensuring the financial implications of changed priorities are explicit and budgeted for;
- Demonstrate accountability by understanding and applying high standards of financial probity, demonstrating respect for public monies and other resources;
- Involve specialist finance advice where required;
- Be aware of procurement and contract management risks and what actions are expected to mitigate these;
- Ensure efficient cost recovery of services provided to developers and third parties in line with Council and external regulatory requirements;

Qualifications

Essential

- Degree qualification in an Engineering or related, demonstrably appropriate field. This may include technology or business related qualifications, complementing contemporary experience in hazard and risk management related to water and sewerage services;
- Certificate of Australian Citizenship;
- Valid Construction General Induction card – SafeWork NSW or equivalent.

Desirable

- Security qualification and/or govt clearance;
- Vocational qualifications in Risk Management and Project Management. Alternatively, vocational qualifications and industry certifications in Asset Management will be considered where complemented by contemporary experience in hazard and risk management related to water and sewerage services.

Experience

- Previous experience in a similar role working in a large organisation;



- Previous experience in cyber security, physical security, hazard identification and risk management services related to water and sewerage services OR large utility/authority;
- Proven success as a leader with the ability to grow and develop teams focused on quality outcomes and a customer focus;
- Demonstrated knowledge of technical considerations relating to the development, implementation and management of security and reliance of critical infrastructure;
- Extensive relevant experience in facilitation, collaboration, and implementation of change for large groups of internal and external stakeholders;
- Demonstrated experience in the development and review of policies for the effective creation and/or security of critical infrastructure.

Key relationships

Who	
Internal	External
Executive Team	Community
Service Unit Managers	State and Federal Government Agencies
Councilors	Industry representatives and associations
Council employees	Vendors
	Public and Private Water Utilities

