

Role Description

Unit Manager Water Planning and Development



Title	Unit Manager Water Planning and Development
Location	Wyong / Gosford Admin Building
Classification/Grade/Band	Band 4 Level 1 TRP
Reports to:	Senior Manager, Water and Sewer

Primary purpose of the role

Reporting directly to the Senior Manager, Water and Sewer, the role of Unit Manager Water Planning and Development is responsible for managing the Water Planning and Development Unit of the Water and Sewer business.

In addition, the Unit Manager Water Planning and Development will provide leadership to a team of professionals responsible for the day to day operations and services of the Water Planning and Development Unit. Contributing to the development and delivery of the broader Assets, Infrastructure and Business (AIB) group's Annual Plan, they will also be required to develop the Water Planning/Development Annual Plan and Cost Estimation strategies. This will be achieved through the building of effective stakeholder relationships ensuring effective and meaningful stakeholder consultation and liaison occurs. Additionally, the management of Water Services and Design will be a feature of this role.

Key accountabilities

- Contribute to and actively participate in the Senior Management team
- Coordinate resources, assets and capital required within strict budget guidelines based on stringent cost estimation strategies
- Engender a performance culture where accountability, autonomy, discipline, innovation, change and excellence in delivery are valued
- Manage the Water Services and Design section on a commercial basis
- Act with integrity by monitoring and modelling the highest standards of ethical behaviour and reinforcing them in others, to promote the desired culture within the organisation
- Embrace diversity by recognising the value of individual differences to support broader organisational strategies and build a culture of respect and understanding
- Work collaboratively by building cooperation to overcome barriers to information sharing and communication across the organisation

- Demonstrate accountability by exercising due diligence to ensure work health and safety risks are addressed
- Inspire direction and purpose by working with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes
- Optimise business outcomes by developing workforce plans that effectively distribute organisational resources to achieve business goals

Interpersonal Skills and Personal Attributes

- Develop and maintain professional networks that will assist in the delivery of Water Planning and Development goals and objectives
- Manage and develop staff through engagement and motivation whilst developing workforce capability
- Communicate effectively by adjusting style and approach to translate technical and complex information for a range of audiences and optimise outcomes
- Demonstrate commitment to customer service by promoting and managing both internal and external relationships that result in optimised outcomes for the community
- Show sensitivity and understanding in resolving acute and complex conflicts
- Display strong influencing and negotiation skills by guiding others to an outcome using a fair and considered approach together with sound arguments
- Display resilience and courage by providing open and honest advice in the face of strong contrary views
- Display resilience and courage by developing effective strategies and showing decisiveness in dealing with emotionally charged, difficult and controversial issues

Leadership / Management

- High level of leadership, experience and focus which encourages trust, direction and enthusiasm.
- Demonstrate awareness by actively seeking, reflecting and acting on feedback relating to own performance, and translate negative feedback into an opportunity to improve
- Deliver results by driving organisational priorities and ensuring the effective acquisition and use of resources
- Ensure successful delivery by seeking and applying the expertise of key individuals to achieve organisational outcomes.
- Display effective planning and prioritisation by ensuring business plan goals are clear and appropriate and demonstrate consideration of the implications of a wide range of complex issues and the ability to shift business priorities when necessary.
- Apply sound problem solving by taking account of the wider business context when considering options to resolve issues

- Demonstrate proficiency through the commitment to and use of existing technologies and actively promote the deployment of appropriate new technologies in the workplace
- Display strong people management by addressing and resolving team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
- Inspire direction and purpose by creating opportunities for recognise and celebrate high performance at the individual and team level
- Manage change effectively by clarifying the purpose and benefits of continuous improvement for staff and by providing coaching and leadership in times of uncertainty
- Manage reform by translating change initiatives into practical strategies for staff and explaining their role in implementing them

Technical

- Extensive knowledge and understanding of planning practices and the development and implementation of strategic and business plans within a Water Services and Design environment.
- Sound understanding of work health and safety principles in relation to the management, planning and development of water and sewer facilities and infrastructure
- Ability to design and implement Policy that supports commercial outcomes
- Ability to develop a coordinated approach to processes and systems to drive Water Planning and Development business outcomes
- Apply problem solving skills and undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks
- Demonstrate strong project management through monitoring the completion of projects and implementing effective and rigorous project evaluation methodologies to inform future planning

Finance and Governance

- Deliver results by controlling the outputs of the business unit to ensure organisational outcomes are achieved within budget
- Demonstrate accountability by modelling the highest standards of financial probity, demonstrating respect for public monies and other resources
- Involve specialist finance advice in review and evaluation of systems and processes used to identify opportunities for improvement
- Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures and identifying risks

Qualifications

Essential

- Degree qualifications in Engineering, Business Management, Project Management or other related field OR extensive solid contemporary experience in in a similar role combined with ongoing professional development
- Class C Drivers Licence

Desirable

- Post graduate qualifications in a related field

Experience

- Significant experience in a similar management role working in a large organisation with proven success in developing teams focused on cultural change and business transformation;
- Strong commercial background with a focus on customer service and delivery of quality outcomes;
- Significant experience in developing and implementing innovative and commercial solutions for complex water and sewer business requirements;
- Extensive knowledge and experience in New South Wales legislative requirements and Developer assessments;
- Extensive experience in managing projects, project risks and environmental requirements;
- Extensive experience in establishing and maintaining positive, collaborative and service oriented relationships with all stakeholders including the community;
- Extensive experience in cost estimation, budget management and financial forecasting.

Key relationships

Who	
Internal	External
Executive Team	Community
Service Unit Managers	State and Federal Government Agencies
Councillors	Industry representatives and associations
Council employees	Vendors