



Position Description	
Floodplain Engineer	
Name of appointed officer:	
Date of appointment:	
Date of last review of position description:	August 2017

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3, Level 3
	Position limit within salary system: (20 grade structure)	Grade 16 - Entry to Step 4 (inclusive of Civil Liability Allowance)
	Status of position:	Permanent
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate:	Works & Civil
	Section:	Water Cycle
	Unit/team:	Floodplain
	Work base:	Grafton or Maclean (to be negotiated)
	Position responsible to:	Manager Water Cycle
	Level of support and supervision:	High level of independence with routine reporting function to Manager
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	Floodplain team
	Internal contacts:	All staff within Council

2.	Organisational relationships	
	External contacts:	General public, government authorities, private organisations, consultants and contractors

3.	Physical demands of the position	
	Frequent use of computer keyboard	
	Frequent driving between job sites	
	Walking on uneven ground and up and down slopes	

4.	Purpose of the position	
4.1	To develop, implement and review floodplain risk management plans.	
4.2	To ensure effective and efficient delivery of Council's floodplain capital, renewal, maintenance and natural resource management program, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable	
4.3	Undertake research and assist in the formulation of policy and strategic planning in relation to floodplain services	
4.4	Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies	
4.5	To provide timely, accurate and succinct information on floodplain operations and floodplain natural resource management program.	
4.6	To continuously review Council's methods of service delivery to ensure that Council's floodplain management services are delivered to the required standard in the most economic means.	
4.7	To provide competent leadership of the floodplain team, including coordination of human, physical and financial resources	
4.8	To drive cultural change and be a key member of the Water Cycle leadership team.	

5.	Major duties and responsibilities	
5.1	Coordinate development, implementation and review of Floodplain Risk Management Plans following the process outlined in the NSW <i>Floodplain Development Manual</i> (Data Collection, Flood Study, Floodplain Risk Management Study, Floodplain Risk Management Plan, Plan Implementation)	
5.2	Coordinate and manage Council's Natural Resource Management floodplain activities and floodplain infrastructure management program, including development of operation, maintenance, renewal and capital works program within available budget with appropriate consideration of risk management.	
5.3	Liaise, advise and negotiate with other Council sections, Government agencies and members of the public to ensure the successful completion of scheduled capital, renewal, maintenance and Natural Resource Management programs.	

5.	Major duties and responsibilities
5.4	Coordinate floodplain grant applications,
5.5	Ensure a consistent level of service, behaviours and work practices are delivered in all areas.
5.6	Lead and motivate staff and foster a culture of continuous improvement through identifying and implementing service improvements.
5.7	Assist in the formulation, development and implementation of procedures and policies to ensure the effective and efficient delivery of floodplain and natural resource management services
5.8	Support emergency response in times of natural disaster.
5.9	Coordinate Council's Floodplain risk management committee.

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
6.1	Education and knowledge
6.1.1	Civil Engineering Degree or equivalent Tertiary qualifications with a preferred major in hydrology or stormwater; or equivalent relevant industry experience
6.2	Licences/tickets, clearances, membership
6.2.1	Current Drivers Licence
6.2.2	WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW
6.3	Experience
6.3.1	Demonstrated relevant depth of experience in floodplain strategic planning and management
6.3.2	Demonstrated experience in financial management
6.4	Position related skills
6.4.1	High level computer literacy in email and internet programs and high level proficiency in Microsoft Word and Excel
6.4.2	Demonstrated highly developed communication and negotiation (written and verbal) skills
6.4.3	Demonstrated skills in leadership, motivation and change management within a workforce of diverse skill, knowledge and background
6.4.4	Ability to assess and analyse complex issues/problems over a large geographic area and develop prioritised responses for advice/implementation
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
7.1	Education and knowledge
7.1.1	Post graduate qualifications in hydrology, stormwater or natural resource management
7.2	Licences/tickets, clearances, membership
7.2.1	Eligible for membership of professional body (IAHR, IWA, AWA, Engineers Australia, IPWEA)
7.3	Experience
7.3.1	Previous experience in development, implementation and review of Floodplain Risk Management Plans following the process outlined in the NSW Floodplain Development Manual
7.3.2	Previous experience in the use of computerised hydrological and hydraulic modelling software

8.	Other features of this position may include
	To be available outside normal working hours
	To attend meetings as required which may include meetings with the public, community groups or Government Agencies
	Contact with challenging customers

9.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

10.	Declaration					
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Signed:</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;"><i>Employee</i></td> <td style="width: 15%;">Date:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> </table>			Signed:	<i>Employee</i>	Date:	
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