

Position description

Coordinator Water Development & Assessment

Division:	Infrastructure and Engineering Services
Department:	Water Planning & Assets
Reports to:	Manager Water Planning & Assets
Number of direct reports:	7
Location:	Yalawanyi Ganya, Taree
Grade:	12
Employment status:	Permanent Full Time
Hours of work:	35
Date approved:	July 2022

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Water Planning and Assets department of the Infrastructure and Engineering Services Division and is responsible for coordinating the activities of the Water & Sewer Development & Assessment Team.

The Coordinator Water Development & Assessment is responsible for:

- Supervision and leadership of the Water & Sewer Development & Assessment Team
- Oversee, coordinate, determine and ensure the engineering aspects of water and sewer and associated activities meet Council's requirements
- Managing the assessment of property development for water & sewerage servicing and the delivery of water and sewerage main extensions, private plumbing and drainage whilst ensuring all relevant financial and technical requirements are met.

Key Accountabilities & Duties

- Lead, manage, support and advise Technical Officers and Plumbing & Infrastructure Inspectors on complex applications and issues in order to provide effective and efficient water & sewerage development engineering related services and expertise.
- Coordinate the provision of development engineering services for water & sewer including but not limited to Section 68 approvals, hydraulic assessment of DAs, calculation of equivalent tenements, assessment of water and sewer requirements to service developments, backflow prevention program and consistent application of policies and statutory requirements.
- Utilise your well-developed communication skills while maintaining relationships with developers and other third parties who impact water and sewer assets to support the adoption of MidCoast Council's standards.
- Negotiate and prepare Works in Kind Agreements for the construction of Development Servicing Plan assets by external parties.
- Lead the development of engineering standards and construction / commissioning processes for the successful integration of new assets into the existing water supply and sewerage networks. Ensure that practices, policies and processes relating to water and sewer development are continuously reviewed, improved, documented and updated.
- Execute the assessment of subdivision and non-residential development applications in accordance with Local Government Legislation, MidCoast Council's standards, recognised industry codes and specifications.
- Provide support to the customer service team by responding to and resolving escalated technical development enquiries and disputes.
- Monitor and report on the performance of the Water & Sewer Development Services team against the objectives within the Operational Plan and Delivery Program.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Degree level qualification in Engineering (or similar discipline relevant to the role).
2. Extensive experience in the water and sewerage industry. In particular, experience in service planning, development assessment and/or construction will be highly regarded.
3. Certificate IV in Leadership & Management and / or demonstrated experience and the ability to supervise direct reports to achieve positive outcomes for the business.
4. Solid working knowledge of water and sewerage system functions and design.
5. Working knowledge of computer applications and software including (but not limited to) MS Office, corporate business systems (Technology One), Geographical Information Systems, hydraulic modelling and Computer Aided Design (AutoCAD).
6. Well-developed organisational skills with the ability to build teams as well as lead and manage staff.






7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒