

Position description

Manager Water Management & Treatment

Division:	Infrastructure & Engineering Services
Department:	Water Management & Treatment (WMAT)
Reports to:	Executive Manager Water & Systems
Number of direct reports:	7
Location:	Taree
Employment status:	Permanent Full Time
Grade:	15
Date approved:	March 2021

Our Mission

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

Our Organisational Vision

“Our vision is to be a high performing organisation where we are always striving to be better. One where we work collaboratively and are trusted.” **Better Every Day.**

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

Reporting to the Executive Manager Water & Systems, the Manager Water, Management & Treatment (WMAT) will lead the WMAT Department. The Manager is responsible for providing leadership, direction and management to the WMAT team to ensure the achievement of outcomes in line with organisational strategies, objectives, vision and values.

The Manager WMAT is responsible for managing the effectiveness and efficiency of the operation of Council’s water sources, water treatment, influent, sewerage treatment, sludge management and effluent management systems and processes.

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The Manager is a member of the Water Leadership Team and Organisational Leadership / Management Team.

The Water Management & Treatment team is responsible for:

- Managing, operation and maintenance of the water and wastewater headwork's, treatment and bulk distribution systems.
- Managing drinking water quality including the development implementation of the Drinking Water Quality Risk Management Plan.
- Managing/optimising treated effluent quality, water recycling and beneficial sludge reuse
- Overseeing the delivery of minor works projects in accordance with established standards, meeting approved schedule and budget
- Delivery of water and sewer related services to the community within agreed level of service
- Communication with regulators in relation to licenses, approvals, performance, reporting and benchmarking.

Key Accountabilities & Duties

Strategic Responsibilities

- Strategic management of the Department including people management and financial management.
- To lead the development and implementation of strategy and policy for our WMAT programs consistent with Council's objectives
- To provide strategic leadership which results in the best outcomes for the community
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives
- Apply your understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions
- Role model collaborative behaviours and support leadership across Council divisions which support the development of a positive organisational culture capable of successfully delivering our outcomes
- Provide best practice and timely advice to Executive Manager's and Director.

Specific Responsibilities

- Ensures Council complies with all legal and regulatory requirements with regards to water and sewer service functions, specifically, but not limited to the following regulatory areas:
 - Department of Health
 - Environmental Protection Authority (EPA)
 - Department of Primary Industries, Water (DPI Water)
- Ensures the development and implementation of sound environmental, quality and risk management strategies to align with Council's strategic objectives.
- Provides engineering advice to the service delivery team and coordinates with other divisions on catchment & treatment issues.

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- System modelling of treatment process.
- Manages water extractions to achieve sustainable yield.
- Undertakes plant performance analysis and provides advice for optimum resource utilisation within each plant including effluent and energy management.
- Provides technical input to Council's catchment management plans to ensure drinking water and effluent management risks are appropriately treated.
- Oversees the management of Water Services NATA registered laboratory and sampling program.
- Researches and implements various innovations to improve operational efficiency and effectiveness.
- Manages source discharges into sewers through trade waste licensing.
- Contributes to the delivery of organisational outcomes and Council's Water Supply and Sewerage Strategic Business Plan.
- Constructively contribute as a member of the Management Team.
- Initiate, support and champion change and assist the Department to accept and engage with organisational change.
- Ensure the Department provides a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- 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.

Essential Requirements

1. Tertiary qualifications in Engineering or a related discipline to the role, with post graduate qualifications being highly desirable
2. Demonstrated experience at a management or senior engineering/supervisory level. Water utility or local government experience will be highly regarded.
3. Demonstrated solid experience in water and sewerage industry including water and sewerage treatment and network operations.
4. Extensive knowledge of environmental and quality management systems, processes / practices and the legislative environment
5. Knowledge of catchment, groundwater, water source, effluent management, chemical and microbiological principles

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6. Highly effective and developed negotiation and influencing skills, with demonstrated experience building trust between internal and external stakeholders to inform policy implementation and gain commitment to implementation of outcomes
7. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound and merit-based decisions in a complex environment
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:

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

<http://capability.lgnsw.org.au/?staff-member>

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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 ☒