



POSITION DESCRIPTION

POSITION TITLE:	Manager Water and Sewer Network
POSITION NUMBER:	7001
GROUP:	Planning and Infrastructure
BUSINESS UNIT:	Water and Sewer Services
REPORTS TO:	Director Planning and Infrastructure
LAST DATE REVIEWED:	July 2017
LAST DATE EVALUATED:	May 2018

Function Summary

This position is an essential member of the Singleton Council Leadership Group and has the responsibility for leading and developing the Water and Sewer team. The Water and Sewer team deliver water supply and sewerage services within the Singleton Local Government Area.

This position is responsible for the leadership and management of staff and resources for the effective and efficient achievement of these services, within Council's Operational Plan, annual Budget, approved levels of service, Asset Management Plans and long term financial planning.

INDICATIVE FUNCTIONS

Strategy and Policy Development	Water and Sewer Infrastructure
Leadership	Water and Sewer Operations
Performance Management	Change Management

CORE ACCOUNTABILITIES

The accountabilities outlined below indicate the scope of the position. The incumbent may be asked to perform job-related tasks other than those specifically stated in this description.

- Facilitate the effective development and implementation of strategies, systems and policies to ensure compliance with legislation and industry standards whilst building workforce capability, across the Water and Sewer Team.
- Provide leadership support and direction of the Water and Sewer Team to deliver quality value-added services in all aspects of the function activities.
- Identify and lead strategic policy development for the Water and Sewer Team.
- Ensure the effective management of risks, including work, health and safety, in the area of responsibility in accordance with Council's Integrated Risk Management system.
- Prepare, monitor and manage budget to meet the operational and strategic financial targets of Council with a view to organisational sustainability.
- Manage, support and coach staff in undertaking the work and projects of the program area.
- Implement a range of people-centred plans and actions that support organisation development, engagement, leadership, performance and change.
- Ensure contemporary management and professional standards are applied with particular reference to workplace reform, competitive service provision and continuous improvement.
- Establish and maintain productive relationships with key stakeholders both inside and outside of Council and advocate as required to ensure that Council's interests are promoted.
- Actively collaborate as a member of the leadership team in managing Singleton Council, within the scope of the Community Strategic Plan, Delivery Program and Operational Plan.

Other Requirements

- The role and responsibilities are to be carried out in a manner that is consistent with the mission, values, customer promise, strategic priorities, performance goals, delegations, protocols, procedures and systems of Singleton Council, and in line with Council's Code of Conduct.
- Required to work outside of normal working hours.

ORGANISATIONAL RELATIONSHIPS

Within Program Area	Within Council	External to Council
Director Planning and Infrastructure General Manager	Leadership Team Leadership Group All staff	Singleton Community Business Groups State and Federal Government Hunter Councils

Direct and Indirect reports

Number and position titles of positions reporting to this position either directly or indirectly.

No.	Direct Reports Position Title	No.	Indirect Reports Position Title
1	Coordinator – Water and Sewer Delivery	4	Engineers
1	Coordinator - Utilities Engineering	10	Water and Sewer Network Team
1	Water and Sewer System Project Officer	5	Treatment Plant Team
1	Liquid Trade Waste Officer	1	Utilities Plumber
1	Project Engineer	1	Assistant Liquid Trade Waste Officer
1	Development Engineer – Water and Sewer		

VALUES AND BEHAVIOURS

Singleton Council's decisions, actions and behaviour are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Our Community Vision

Singleton. Vibrant, progressive, connected, sustainable & resilient.

Our Organisation Vision

ESP - Engaged people; Safe workplace; and a Performance based culture.

Our Values and Behaviours

1. **Integrity:** We act with commitment, trust and accountability.
2. **Respect:** We are open, honest, inclusive and supportive.
3. **Excellence:** We strive to achieve the highest standards.
4. **Innovation:** We are creative, progressive and strategic.
5. **Enjoyment:** We promote a harmonious, productive and positive workplace.

LEADERSHIP CAPABILITY FRAMEWORK

Emotional Maturity	<ul style="list-style-type: none"> • Actively displays self-awareness, self-regulation, motivation, empathy and social skill • Understands and manages the impact of their background, assumptions, values and attributes on themselves and others • Understands their strengths and limitations and commits to self-reflection and improvement • Sustains positive relationships with others in a supportive and constructive manner • Demonstrates the ability to know what they want and the capacity to make it happen, and shows resilience in challenging situations
Values People & Builds Culture	<ul style="list-style-type: none"> • Shows empathy and concern for the welfare of their colleagues • Supports individuals and advocates for the team • Creates an environment which empowers people, and supports them to achieve their aspirations • Engages effectively with people with different backgrounds, personal characteristics, professions and perspectives • Meaningfully recognises effort and achievement to foster a constructive, performance-focused organisation • Lives the Council values by proactively building a constructive culture
Thinks & Works Strategically	<ul style="list-style-type: none"> • Visibly enacts and champions Council's vision, mission, values and strategic direction • Is future-focused, assessing how the environment is changing over time, and the likely impact on Council and the community • Proactively identifies opportunities and risks and acts decisively to adapt strategy and tactics • Actively builds a constructive culture that supports the achievement of Council's strategic objectives
Achieves Results & Drives Accountability	<ul style="list-style-type: none"> • Builds productive working relationships and supports a strong, motivated team • Takes responsibility for personal decisions, actions and outcomes, and holds others to account • Earns technical and professional credibility by demonstrating a track record of achievement and authority in their area of expertise • Defines clear performance expectations, provides necessary support and resources, and delegates authority to empower others to achieve • Fosters the safety, health and wellbeing of our people, and ensures effective stewardship of Council's financial and organisational assets for long-term sustainability
Fosters Learning, Inquiry & Innovation	<ul style="list-style-type: none"> • Demonstrates willingness to explore creative solutions to problems and investigate new ways of working • Supports a learning-centred team, encouraging ongoing development of individual and team capability • Cultivates their own discipline-specific, technical, or professional knowledge • Actively seeks and utilises feedback to build personal effectiveness • Creates a learning environment for our staff

	<ul style="list-style-type: none"> • Values a diverse workforce and creates an inclusive work environment that encourages a broad range of ideas and perspectives
Communicates & Collaborates with Influence	<ul style="list-style-type: none"> • Confidently articulates key messages, actively seeks input and feedback and is authentic and honest in communications • Engages people in decisions that affect them and their work, and listens carefully to ensure different perspectives are heard and understood • Cascades ideas about Council's future to engage and inspire staff, industry partners and stakeholders • Negotiates persuasively, using evidence to build a convincing case, and seeking opportunities for mutual benefit • Recognises opportunities to collaborate across internal and external boundaries • Actively questions and challenges individual and organisational assumptions and practices, to ensure equitable and consistent treatment of staff
Purposefully Leads Change	<ul style="list-style-type: none"> • Initiates change by proactively and systematically reviewing systems, behaviours, policies, procedures and compliance • Clearly and consistently articulates the reasons for and benefits of change, to motivate and engage • Drives implementation of change processes, managing and balancing both the structural and people aspects • Personally models change behaviour by actively championing and embracing change
Exemplifies Personal Credibility & Integrity	<ul style="list-style-type: none"> • Leads by personal example and delivers on their commitments • Earns credibility and respect by demonstrating trustworthiness, integrity and transparency in word and action • Is resilient and maintains composure even in time of setbacks or difficult circumstances • Demonstrates personal and professional ethics and values when making tough decisions, and builds this into their team's way of working • Demonstrates respect for others, creating a work environment where all employees are treated with fairness and equity • Acknowledges mistakes and areas of weakness, treating them as learning opportunities

Essential Criteria

- Degree in Engineering acceptable for corporate membership of the Institute of Engineers Australia or similar qualifications or equivalent experience.
- Significant experience in water and sewage system design, construction, operations and maintenance.
- Demonstrated knowledge of water treatment principles, water quality legislation and regulations.
- Demonstrated knowledge of sewerage treatment principles and design requirements, including a current understanding of EPA effluent quality requirements.
- Demonstrated ability to lead and manage a department unit.
- A leadership style which fosters innovative and collaborative practices but is able to implement tough decisions.
- Demonstrated ability to analyse, plan, negotiate and problem solve within a strategic framework.

Desirable Criteria

- Extensive knowledge and experience in the preparation of engineering design documentation suitable for tendering, and in all aspects of contract management.
- Working knowledge of asset management concepts including valuation, condition appraisal, requirements of Australian Accounting Standard, and strategic planning for the replacement and maintenance of assets.
- Extensive knowledge and understanding of NSW Best Practice Management for Local Water Utilities.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

Physical Requirements and Work Environment											
Activity	Frequency			Numbers of Hours a Day							
	CONTINUOUS	INTERMITTENT	INFREQUENT	1	2	3	4	5	6	7	8
Sitting		x				x					
Walking		x			x						
Standing		x			x						
Bending			x	x							
Squatting											
Climbing											
Kneeling											
Twisting			x	x							
Lifting			x	x							
Swimming											
Driving		x		x							
NB: If manual lifting is required ensure a risk assessment is completed each time lifting is required											
Hand Manipulation Required?	x YES <input type="checkbox"/> NO (If YES, complete questions below)										
Repetitive Hand Movements?	x YES <input type="checkbox"/> NO										
Simple Grasping? (eg. Holding a bottle)	Right Hand x YES <input type="checkbox"/> NO			Left Hand x YES <input type="checkbox"/> NO							
Power Grasping? (tight grip)	Right Hand x YES <input type="checkbox"/> NO			Left Hand x YES <input type="checkbox"/> NO							
Pushing Pulling? (to and from the body)	Right Hand <input type="checkbox"/> YES x NO			Left Hand x YES <input type="checkbox"/> NO							
Fine Manipulation? (fine finger movements)	Right Hand x YES <input type="checkbox"/> NO			Left Hand x YES <input type="checkbox"/> NO							

TASKS REQUIRED IN POSITION			
ACTIVITY	CONTINUOUS	INTERMITTENT	INFREQUENT
Operating mobile plant			
Light repetitive handling			x
Dog/cat control			
Cattle, sheep handling			
Native Animal, reptile handling			
Garbage collection			
Office, toilet cleaning			
UV exposed			x
Herbicide/Pesticide use			
Cooking			
Walking on Slopes / Hills / Gradients			x
Walking on uneven surfaces			x
Working with bitumen			
Working with concrete			
Working with paints, solvents, oil, grease			
Cold environment			x
Climbing, working at heights			
Confined spaces work			
Customer contact	x		
Screen based work (intermittent)		x	

Screen based work (constant)		x	
Clerical deadlines		x	
Supervisory – clerical, planning, deadlines	x		
Building trades work			
Motor trades work			
Child care			
Hospitality			
Exposure to dust or fumes			

Change to position description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this position with due consultation with the position holder. This position description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

I have read, understood and agree to work in accordance with the requirements and expectations outlined in this position description.

Name (please print)

Signature

Date