

Position Description

Catchment and Land Management Officer



Position Title	Catchment and Land Management Officer	Role ID	WOCLM1
Division	Engineering	Unit	Water and Wastewater - Operations
Job Grade	6	Award	38
Reports To	Engineer – Treatment and Catchment		
Revised/Created	Oct 2021 - Created		

Primary Objective

- Plan and coordinate appropriate aquatic and land management activities to ensure the management for our water supply catchments, associated lands and waterways address Tweed Shire Council risks, regulatory requirements and potential returns. Coordinate and manage contracts with contractors as well as consultants related to catchment and land management.
- Provide strategic advice on matters relating to catchment and land management to the Water and Wastewater Units and other areas of the business.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

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Water and Wastewater Operations Unit

The Water and Wastewater - Operations Unit is one of 4 within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community.

The Unit is responsible for the operations and maintenance of all live water and wastewater infrastructure. It is responsible for the treatment and supply of safe drinking water from catchment to tap as well as the conveyance and treatment of all sewage to meet community, health and environmental requirements.

We want to ensure our community and customers have confidence and trust that we will deliver safe, affordable and reliable water and wastewater services today, tomorrow and in the future. We will strive to deliver these services using the latest technologies, being innovative, resourceful, passionate and responsive to our customers' needs and manage the risks and challenges of the present and future environment in which we will operate.

Our Unit value Teamwork, Respect, Communication, Knowledge and Sharing.

The Position

The Water and Wastewater Operations Unit at Tweed Shire Council manages 287 land parcels with a total land area of 27.439km² or 2,743.9 Hectares. This land is associated with the organisation's water supply catchments (mainly in the Doon Doon/Clarrie Hall Dam and Byrrill Creek areas). The land owned has increased with land acquisitions ahead of the upgrade and raising of the Clarrie Hall Dam. This land is a combination of farms, plantations and forests. The unit also manages Tyalgum and Bray Park Weirs including adjacent lands and abutments.

The position plans, coordinates and manages the implementation of a program of suitable sustainable land and waterway management practices to ensure that associated risks, regulatory requirements and potential returns are managed appropriately. Elements to be coordinated and managed include:

- Water Security and Fire Risk Controls (including fire access trails)
- Water Quality risk controls including pollution, sedimentation and animal controls
- Weed and Pest Control (including aquatic weeds within the dam and waterways)
- Timber Plantations and potential future koala food tree plantations
- Farming land including grazing leases, slashing and bailing contracts, fencing and access
- Recreational land and facilities including associated buildings and amenities
- Land revegetation and regeneration
- Aboriginal Heritage Sites
- Environmentally significant areas.

It is essential that the incumbent possess suitable qualifications or extensive experience in the area of Catchment and Land management to have a sufficient breadth of knowledge to provide strategic advice to the Water and Wastewater units on the above matters, as well as be able to adequately scope, coordinate, manage and communicate with contractors and consultants.

The position will require working in the field to provide a supervisory role and coordination of contractors as well as in the office. It is essential that the position has a hands on approach and be able to resolve site issues and minor work independently when required.

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The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Catchment and Land Management	<ul style="list-style-type: none">• Develop plans, strategies and programs to improve the management of the catchment, lands and waterways and associated assets.• Coordinate and implement catchment management programs and activities.• Develop systems, protocols and procedures for the management of lands, waterways and associated assets under positions control.• Develop, implement and maintain systems to ensure legislative and statutory compliance with various Acts, Regulations and Practice Notes.• Identify, promote and implement improvements to catchment and land management practices.• Minimise Council's exposure to regulatory fines, breaches and claims by managing risks associated with our catchment and land management programs and activities.
2. Contract and Project Management	<ul style="list-style-type: none">• Prepare scoping and specifications suitable for quotes and tenders for associated projects, contract works and consultancy services.• Manage the preparation of contract documentation for contracts and consultancies.• Coordinate works and contracts liaising with key stakeholders.• Provide a supervisory role to works in the field as required.• Ensure quality, budget, time, WHS and Environmental Standards / Targets are met on all projects under the control of the position.• Negotiate contractual claims relating to delays and associated costs, latent conditions, variations, disputes etc.• Monitoring and evaluating the contract works as required.
3. Strategic and Specialist advice	<ul style="list-style-type: none">• Provide advice to the Water and Wastewater Units in relation to catchment and land management strategies, programs and activities.• Provide interpretation and advice on relevant Acts, regulations, policy and guidelines.• Technically review, interpret and provide feedback on consultant reports and relevant regulatory documents relevant to the role.• Preparation of reports, scoping and specification documents.

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	<ul style="list-style-type: none">• Input into the development of Water Unit Catchment Management Plan/s and/or Master Plan/s.
4. Financial Management and Budget	<ul style="list-style-type: none">• Develop, implement and manage appropriate land management systems associated with plantation and farming land that maximizes return on the resources in a sustainable way and within the constraints of managing risks such as, but not limited to, water quality, the environment, fire, and future land uses.• Develop budget estimates for the implementation of the catchment and land management programs and activities.• Manage budgets associated with the contract and project works.• Review budget estimates against actual expenditure and advise on significant differences to Manager.
5. Communications	<ul style="list-style-type: none">• Develop and maintain effective communication and cooperation with other staff, teams and units of Council, neighboring property holders, grazing licensees, housing lessees, contractors and consultants.• Anticipate and pre-empt stakeholder communication needs and requirements.• Manage the communications processes associated with contract works and land management activities.• Coordinate the provision of communications materials in consultation with the communications team.• Liaise with the public and third party providers in relation to recreational and educational activities undertaken on the lands under the positions control.
6. Risk Management	<ul style="list-style-type: none">• Implement a systematic approach to identifying, mitigating and controlling risks within area of control pursuant to relevant Council and industry adopted policy and practices.• Identify and actively manage emerging issues and areas of risk.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol: [WHS Responsibilities, Authority and Accountabilities Protocol](#)

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Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure: [WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

This position will work closely with the following units:

- Water & Wastewater Operations
- Water & Wastewater Business and Assets
- Sustainability & Environment
- Parks & Active Communities
- Engineering staff in particular the Legal services team and Senior Planning/Environmental Scientists)

External Relationships

- Adjacent Landowners
- Property Tenants
- NSW National Parks
- Government agencies related to land, water and catchment management.
- Rural Fire Service
- Contractors
- Far North Coast Weeds (Rous County Council).

Location of Position

The position will be located at the Bray Park Water Treatment Plant but also be required to be in the field on a regular basis in the catchment areas.

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

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Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Minimum Diploma in Natural Resource Management, Land Management, Environmental Sciences or similar equivalent qualification with relevant extensive experience in catchment management, land management or natural resource management.
2. Demonstrated experience in the principles of land management.
3. Demonstrated experience and knowledge in waterway management.
4. Demonstrated knowledge of legislative requirements relating to catchment management for water supply, natural resource management, land management, biosecurity, environmental and cultural heritage management.
5. Demonstrated experience in coordination and management of projects and contracts.
6. Demonstrated knowledge of WHS obligations and ability to maintain a safe workplace in accordance with legal WHS requirements.
7. Demonstrated high level written and oral communication skills.
8. Current Vehicle Licence – Car.

Desirable:

9. Demonstrated experience in water supply catchment management.
10. Demonstrated experience in dam and weir operations.
11. Demonstrated knowledge of legislative requirements relating to water treatment and dams, including, NSW Department of Health and Australian Drinking Water Guidelines and Environmental protection Licences

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview. Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept