

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title	Water Monitoring Planner
Business or Service Unit	Water & Catchment Protection
Position Manager	Area Manager
Position Location	Various

2. POSITION PURPOSE

Responsible for planning and scheduling of water monitoring activities within regions of WaterNSW to ensure the effective and efficient operation and management of water monitoring networks to deliver the water monitoring program. Analyse and report on water monitoring activities to ensure continuous improvement in the timely collection, analysis, management and dissemination of accurate water monitoring data; and to put safety first.

3. KEY ACCOUNTABILITIES

- (1) **Safety:** Ensure all activities are undertaken with the safety of people as the number one priority and at all times role model safe behaviour.
- (2) **Delivery of Water Monitoring and Instrumentation programs:** Develop a schedule of planned activities within regions of WaterNSW to ensure the water monitoring program is delivered keeping instruments and sites maintained and calibrated, and ensuring timely water monitoring data is collected to meet the need of customers.
- (3) **Planning:** Develop a plan of resources to support the execution of the water monitoring program in an efficient and effective manner. Develop regional plans and ensure other water monitoring projects are planned and coordinated in line with the water monitoring schedule.
- (4) **Continuous Improvement:** Ensure data is analysed and Key Performance Indicators are reviewed utilising the appropriate analysis techniques, for the continuous improvement in the delivery of the water monitoring program.
- (5) **Coordination and Support:** Assist Area Managers, Team Leaders and Instrumentation Technicians with the planning and coordination of water monitoring activities, site and instrument maintenance and calibration, as required.
- (6) **Training and Knowledge Sharing:** Provide support to water monitoring staff including training in the use of corporate systems and managing and maintaining staff training registers.

4. SIGNIFICANT EXTERNAL RELATIONSHIPS FOR WHICH THIS POSITION IS THE PRIMARY CONTACT

- Nil

5. AUTHORITY LIMITS

- As per *Standing Delegations* instrument from time to time.

RECRUITMENT GUIDE:

6. MANDATORY KNOWLEDGE AND QUALIFICATION REQUIREMENTS

- Undergraduate degree or Diploma in Water Operations (hydrography), Science, Engineering, Asset Management or equivalent experience in an appropriate field.
- Current NSW driver's licence.

7. MANDATORY EXPERIENCE

- Experience with the use of computerised Maintenance Management Systems. Experience in the development of plans for field-based activities.
- Experience in the scheduling of water monitoring data collection and maintenance activities and resource management.
- Experience with planning techniques and development of procedures.

8. EXPERIENCE THAT WILL BE VIEWED FAVOURABLY BUT IS NOT MANDATORY

- Competency in the use of Microsoft applications.
- Water monitoring planning experience.
- Understanding of contracts and contractual obligations, planning and reporting requirements in water monitoring.
- Experience in continuous improvement and the coordination of training activities.

9. KEY CHALLENGES

- Transforming team members' thinking paradigm to one that is focused on commerciality, efficiency, prioritising value add activity and eliminating waste.
- Instruments/Assets are maintained to a level of reliability that allows for the provision of water monitoring data to the required specifications.
- Continually ensuring that business practices are proactive, cost effective and add value.