

Position Description



Water Monitoring Officer – Entry Level

Business Unit: Water & Catchment Protection

Reporting to Water Monitoring Team Leader

Position Purpose

Responsible for assisting with the operation and maintenance of water monitoring sites and equipment to enable the collection, management and dissemination of accurate water monitoring data, ensuring accuracy and quality for all stakeholders and to put safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. **Delivery of Water Monitoring Program:** Provide assistance with surface water, groundwater and water quality monitoring functions such as rating, gauging, groundwater monitoring, collection of water quality samples, instrument management and calibration, surveys; under supervision.
4. **Water Data Collection and Verification:** Provide assistance to monitor, collect, verify and analyse water monitoring data, including time series data, in accordance with agreed schedules for allocated sites, to develop, monitor and maintain accurate hydrographic rating tables and ensure the availability of high quality, consistent and accessible data for water resource management; under supervision.
5. **Field Equipment Management:** Provide assistance to Install, manage and maintain water monitoring equipment and infrastructure to prescribed standards; to deliver a fit for purpose water data monitoring network. Report on the performance of individual water monitoring sites and seek instrumentation advice to identify and resolve issues; under supervision.
6. **Data Processing:** Provide assistance to process, edit, quality code and archive water monitoring data into corporate databases, in accordance with relevant procedures ensuring the quality standards of data and data availability as agreed for customer access; under supervision.
7. **Water Quality Sampling:** Provide assistance to collect water quality samples, as requested by internal or external stakeholders within assigned sites and in accordance with quality guidelines and relevant procedures; under supervision.
8. **Data Provision:** Assist with the provision of water monitoring data for internal and external stakeholders, under supervision.

Key Challenges

- Assisting with delivery of the water monitoring program including Surface and Groundwater.
- Maintaining effective communications with managers, water monitoring peers, and instrumentation staff and external clients
- Field work in isolated locations requiring overnight travel
- Provide assistance to Install and maintain water monitoring equipment and infrastructure
- Effectively following work instructions and plans when experiencing major changes in work programs or environment for example during wet weather or water quality incidents

Significant Internal Relationships

Stakeholder	Purpose of Relationship
Nil	

Significant External Relationships

Stakeholder	Purpose of Relationship
Nil	

Delegations, Financial Accountabilities & Freedom to Act

- As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Awareness & Personal Resilience	A	<ul style="list-style-type: none"> • Recognises own emotions and their effects, and is always aware of own response to pressure and change • Uses effective strategies to stay calm and composed under pressure • Continuously demonstrates personal integrity, honesty and sincerity • Recognises when to ask for support when under stress

Customer	Level	
Customer & Service Responsiveness	A	<ul style="list-style-type: none"> • Uses appropriate questioning techniques to understand the underlying issue for a customer • Takes responsibility for delivering on promises made • Takes responsibility to resolve or escalate customer issues • Understands own and teams impact on the customer and services provided

Business	Level	
Safety & Risk Management	A	<ul style="list-style-type: none"> • Follows policies and procedures relating to the work area • Identifies safety risks and hazards and implements appropriate controls • Identifies risks and seeks advice on risk mitigation approaches • Raises issues and concerns in relation to risks

Mandatory Candidate Requirements

Qualifications:

- NSW Higher School Certificate or equivalent, or a recognised Tertiary Preparation Certificate, or a Certificate IV level or higher vocational qualification.
- Current NSW Drivers Licence

Knowledge:

- Knowledge of the principles of surface water, groundwater and/or water quality monitoring.

Experience:

- Strong swimming experience
- Physically fit

- Computer literacy and ability to interpret data, work with specialist databases and monitor network performance
- Awareness of and interest in natural resource management, particularly water.

Favourable Candidate Requirements

- Current First Aid Certificate, Boat Licence, row a boat, work at heights, heavy lifting and competency in driving four-wheel drive vehicles.
- Knowledge of the principles of surface water, groundwater and/or water quality monitoring.
- Working towards an undergraduate degree or diploma of Water Industry Operations (hydrography), Science, Engineering, Asset Management or equivalent experience in an appropriate field.

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical
- Police Check