

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Senior Project Officer (Water and Wastewater)
<b>Position Number</b>	69
<b>Department</b>	Works
<b>Section/ Stream/ Unit</b>	Water and Wastewater
<b>Classification</b>	Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	Water & Wastewater Manager

## POSITION OBJECTIVES

- Establishment and ongoing development of systems to facilitate achieving Council's water and wastewater quality objectives and compliance with statutory obligations and reporting requirements.
- Project management of water and wastewater operational and capital projects and programs as required.

## KEY RESPONSIBILITIES

- Investigate and document business cases to address water and wastewater issues.
- Procure goods and services in compliance with Council procurement requirements.
- Manage contracts as required for a variety of contract forms including consultants, contractors and suppliers.
- Prepare internal and external funding documentation to support delivery of water and wastewater initiatives and projects.
- Prepare reports to internal and external stakeholders including Council workshops and General meetings.
- Engage with internal and external stakeholders as required.
- Ensure that all works executed by assigned staff or contractors are carried out on time, safely, and comply with relevant standards and specifications and meets the needs of Council and its customers with minimal inconvenience or disruption.
- Monitor and record standard of completed projects to ensure high quality of performance.
- Monitor expenditure in areas of responsibility to ensure compliance with budget and report any significant variations.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level analytical and problem-solving skills.
- High level computer-based systems skills, including business related application software.
- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of Local Government legislation, standards, systems and processes.
- At least 5 years practical experience in a similar role, preferably in compliance and/ or quality assurance.
- Capacity to operate effectively in a political environment.
- Demonstrated project management skills.

- Demonstrated experience in water and wastewater operations (treatment and reticulation) at a technical level.
- Demonstrated high level ability to problem solve and prepare concise and accurate reports, both oral and written

### **Qualifications, Training and Licences**

- Tertiary qualification in a discipline relevant to the position (desirable)
- Certificate IV or Diploma in Water Operations or other appropriate discipline, with substantial experience in the water and wastewater industry.
- Construction Industry “White” Card
- Current unrestricted “C” Class drivers’ licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

### **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

### **RISK MANAGEMENT**

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council’s corporate governance framework to protect its employees, the general public, its assets, and the environment.