

POSITION DESCRIPTION

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|--------------------------|---|
| Position title | Integrated Water Management Coordinator |
| Section | Asset Planning |
| Employment type | Ongoing |
| Classification | Band 7 |
| Location | Warrnambool |
| Date Approved | June 2022 |
| Approving Officer | Manager – Asset Planning |

POSITION OBJECTIVES

To lead and coordinate the provision of specialist advice in the forward planning, development, and implementation of Integrated Water Management (IWM) projects and opportunities to improve the effective use of the region's water resources.

Maintain or increase collaboration of Integrated Water Management Forum and Practitioner members to achieve IWM outcomes that benefit the region.

To shape the planning schemes of local government within the service area and the plans of other agencies and land managers to meet the objectives of the Great South Coast Integrated Water Management Strategic Directions Statement.

To work with internal and external stakeholders to assess water and sewerage demands across the region and recommend projects or programs to meet the needs of the region.

Partner and support Traditional Owner objectives relating to water planning and develop relationships through supportive engagement strategies.

Liaise, advise, and advocate on behalf of the Forum with relevant IWM stakeholders in the region and state-wide.

Develop grant funding submissions on behalf of IWM Forum member organisations as appropriate and agreed to by the Forum.

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KEY RESPONSIBILITIES & DUTIES

Coordinate the development of a more integrated approach to water planning through engagement with Councils, Traditional Owners, Catchment Management Authorities, Southern Rural Water, other relevant agencies, and stakeholders.

Lead engagement activities and communicate regularly with IWM Forum members and Practitioner groups and member organisations to ensure effective collaboration on IWM related activities.

Identify, develop, and implement integrated water management proposals with other partners for a more liveable, sustainable, and prosperous region. This includes designing the scope of feasibility studies and construction projects, preparing business cases in collaboration with investment partners and the development of government funding submissions.

Work with local government, state government, Traditional Owners, consultants, and the community in the review of planning schemes, the development of structure plans and review of relevant strategies.

Coordinate and engage with local government, state government, Traditional Owners, the farming sector, industry, and communities to determine the need for increased access to water or sewerage services and the development of projects or programs to meet these needs. Provide input into policy development to improve resource use and collaboration across the region.

Collect and analyse economic data for the preparation of IWM strategies and catchment master plans as needed.

Undertake investigations and prepare reports for presentation to management and/or Council on various IWM related matters.

Prepare bi-annual progress reports and provide to the IWM Forum and IWM Forum Practitioners. Set up 6 monthly with IWM Forum Practitioners representatives to discuss role progress and forward planning and prioritisation of tasks.

Prepare budget estimates and business cases to enable the programming of capital works, and the delivery of innovative and effective IWM solutions.

Evaluate and advise on IWM project cost-benefits and non-market values.

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Governance and Reporting

Every 6 months, the IWM Coordinator will be required to prepare a written progress report for the IWM Forum and IWM Forum Practitioners and convene bi-annual meetings with representatives from the IWM Forum Practitioners to provide progress updates and seek direction for future work priorities (**Figure 1**).

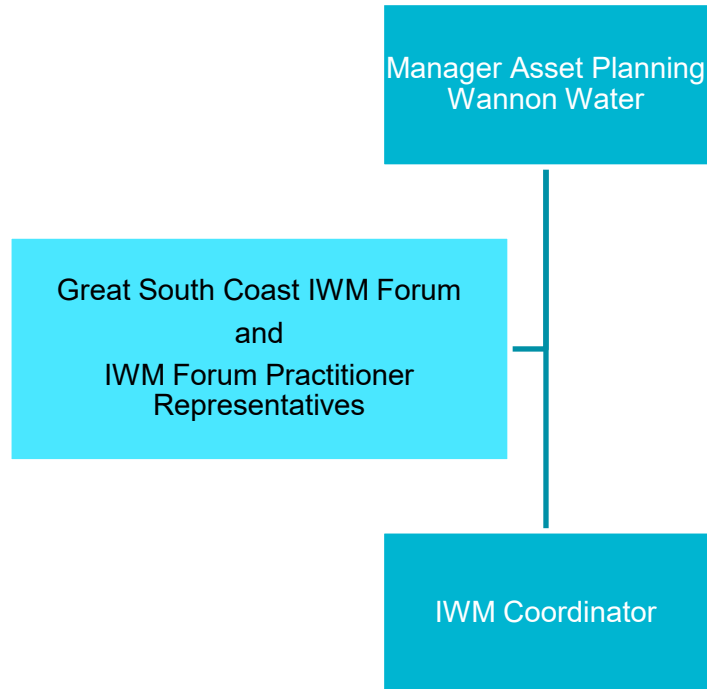


FIGURE 1: GOVERNANCE FOR IWM COORDINATOR

ORGANISATIONAL RELATIONSHIPS

| | |
|-------------------------|--|
| Responsible to | Manager Asset Planning |
| Responsible for | Nil |
| External Liaison | Local Government, Traditional Owners, State Government, service authorities, developers, consultants, customers, Aboriginal groups, regional businesses, and other relevant stakeholders |

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The development of a more integrated approach to water planning, working with both senior management and practitioner level representatives of Councils, CMAs, and other relevant stakeholders.

The incumbent is accountable to engage effectively with internal and external stakeholders to build and maintain positive working relationships.

Responsible for preparation of reports, including budgets and timelines and documentation relating to the key responsibilities in accordance with Wannon Water and

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agency partner requirements. The IWM Coordinator will prepare a bi-annual progress report in the template provided by DELWP, to report progress to the IWM Forum and the IWM Forum Practitioners.

The incumbent is accountable for all the information provided and has the freedom to identify solutions that may be new or innovative (subject to professional review) that may have a substantial impact on the projects to be undertaken and on the public perception of Wannon Water and the IWM Forum. The incumbent is expected to work without regular supervision.

The limit of authority is controlled by Wannon Water policy, and directions by the Manager.

JUDGEMENT AND DECISION MAKING

The incumbent is expected to use initiative and judgement in evaluating options and presenting which option should be adopted. Generally major decisions/directions regarding major projects will be discussed and agreed upon with the representatives from the Great South Coast IWM Forum Practitioners.

In some cases, it may be necessary to apply established principles to new situations in the development of innovative solutions.

Guidance is not always available, yet collaboration is encouraged, and options development is required with broader cross-functional teams.

SPECIALIST SKILLS & KNOWLEDGE

Essential and specialist skills: -

Highly developed ability to engage effectively with internal and external stakeholders to build and maintain strong working relationships.

An understanding of Aboriginal self-determination and a commitment to developing or enhancing partnerships with Traditional Owners in IWM.

Expertise in facilitating multi-partner project teams. Receptive and cooperative team worker.

Knowledge of and familiarity with IWM issues in urban and rural environments, experience in drainage and stormwater management, flood planning, or blue-green infrastructure.

An understanding of the long-term goals of Wannon Water, its corporate values, objectives, and goals as well as our legal and political operational context.

Professional experience in facilitation, engagement, and advocacy both with internal counterparts, external stakeholders, Traditional Owners, and community.

An understanding of the Victorian water and local government sector and water and land use planning framework and other policy relating to IWM.

Specialist knowledge in the application of Catchment Hydrology, water sensitive urban design and IWM principles.

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An understanding of the Victorian water and local government sector and water and land use planning framework and other policy relating to integrated water management.

Ability to liaise with other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational issues.

Ability to gain cooperation and assistance from members and other stakeholders to assist the Forum in achieving its vision and the Strategic Directions Statement (SDS).

Track, maintain and report on budgets to internal and external funding interests

General operating knowledge of MS Office.

MANAGEMENT SKILLS

This position is expected to be able to self-motivate, set priorities, plan, and organise one's own work and that of staff they are supporting, to achieve specific and set objectives in the most efficient way possible with the resources available.

The position may at times require that the person work on their own, relying on their own resources. The position will also require the incumbent to successfully work in a team environment.

Emphasis must be given to achieving the right result within an agreed timetable.

INTERPERSONAL SKILLS

This position requires the ability to:

Engage effectively with internal and external stakeholders to build and maintain positive working relationships in developing concept designs to solve specialist problems.

Gain cooperation of approval authorities and other organisations.

Lead, motivate, support, and develop other employees, Forum and Practitioner members.

QUALIFICATIONS & EXPERIENCE

Essential

Diploma/Degree in Engineering, relevant Science, or relevant tertiary qualification.

Five to ten years' experience in integrated water management is desirable.

A copy of current driver's licence is required for inclusion on personnel record.

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INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:

Our slogan

- Think It!
- Work It!
- Own It!

Our Values

- People Focused
- Respect
- Collaboration
- Innovation
- Integrity

We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.
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Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

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Minimum Employment Period

All successful applicants will be subject to six month minimum employment period as per the Fair Work Act 2009

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

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| Employee | | Manager | |
|-----------|-------|-----------|-------|
| Name | _____ | Name | _____ |
| Signature | _____ | Signature | _____ |
| Date | _____ | Date | _____ |