

POSITION DESCRIPTION

Position title	Planning & Approvals Advisor – Quality Water for Wannon
Section	Community and Corporate Services
Employment type	Fixed Term Contract – 5 years
Classification	Band 7
Location	Warrnambool
Date Approved	March 2024
Approving Officer	Program Manager Quality Water for Wannon

POSITION OBJECTIVES

The Quality Water for Wannon program will support capital development and community projects to improve the taste of reticulated drinking water across Portland, Port Fairy and Heywood communities.

The objective of the Planning & Approvals Advisor position is to support the Quality Water for Wannon program in the planning and approvals of capital projects and infrastructure operations, environmental monitoring and compliance, providing specialist technical advice, supporting program delivery and project planning.

Through this, the position will be fundamental in the success of the Quality Water for Wannon program enabling the anticipated community health, economic and social benefits throughout the community.

KEY RESPONSIBILITIES & DUTIES

- Provide specialist technical advice on legislative and policy requirements to support project planning and delivery.
- Review legislative requirements and project risk to determine appropriate assessments, approvals and referrals for construction projects, operational and maintenance works.
- Identify, seek and manage relevant environmental and planning to facilitate construction and operational activities. This will include approvals under State and Commonwealth legislation, regulations and policy relevant to the project, such as (but not limited to) planning permits and consents, environmental impact assessment and approvals, as well as Aboriginal and European heritage permits and approvals.
- Work independently to interpret and apply legislative and policy requirements and project responsibilities associated with technical environmental and planning matters.
- Review and provide professional advice / approval on relevant environment and planning documentation submitted by contractors on construction projects.
- Manage consultancy services to support approvals as necessary. This may include developing scope of works, obtaining quotes, preparing and executing contract documentation, managing consultant payments and reviewing Safe Work Method Statements.
- Support and lead the contractor tender evaluation process. Including evaluation of proposals and forming part of a team interviewing contractors.

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- Consult and collaborate with key staff in the ongoing evaluation of environmental obligations and reviewing any required changes to keep operational procedures up to date.

ORGANISATIONAL RELATIONSHIPS

Responsible to	Program Manager Quality Water for Wannon
Responsible for	
External Liaison	Approval Authorities, Consultants, Contractors, Government Agencies and customers.
Internal Liaison	Building relationships within the organisation will be required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is to support the Quality Water for Wannon program in the planning and approvals of specific capital works projects.

The limit of authority is governed by clear objectives and budgets with regular reporting to the Program Manager Quality Water for Wannon. Generally major decisions/directions regarding each project may have a substantial impact on individual clients.

This position is to use their own initiative to achieve the key responsibilities. This position will have an input into policy development within the area of expertise.

JUDGEMENT AND DECISION MAKING

This position may:

- Make judgements and decisions in accordance with Wannon Water policy and industry best practice procedures.
- Make decisions for priority of own works beyond any given priorities.
- Use own judgement in dealing with both internal and external contacts.
- Will be required to use methods, procedures and processes generally developed from theory or precedent to resolve problems.

Guidance is not always available but may be sourced from a range of senior employees and government departments with considerable technical data available to Wannon Water.

SPECIALIST SKILLS & KNOWLEDGE

This position requires skills and knowledge in planning and approvals to provide specialist technical advice on legislative and policy requirements to support project planning, construction and operation of facilities across private and Crown land to support technical water and sewerage projects.

The position requires an understanding of the long-term goals of Wannon Water and will have a general understanding of contract documentation and procedures along with the values and aspirations of the legal and political context in which it operates.

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The position requires the ability to research, estimate, specify, create, coordinate, report write, tender assess, innovate, engage, make assessments, contribute, monitor and work as part of a team.

General operating knowledge of MS Office, particularly Word and Excel, is considered essential. Knowledge of Microsoft Project is desirable.

MANAGEMENT SKILLS

This position is expected to be able to self-motivate, set priorities, plan and organise one's own work and to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

The position may at times require that the person work on their own, relying on their own resources and work in teams. Emphasis must be given to achieving the right result within an agreed timetable.

INTERPERSONAL SKILLS

The position shall have the ability to:-

- Collaborate with internal and external contacts
- Communicate both orally and in writing
- Discuss, innovate and resolve specialist problems
- Liaise with counterparts in other organisations
- Gain cooperation and assistance from external contacts to achieve objectives.

QUALIFICATIONS & EXPERIENCE

A tertiary qualification in Planning, Project Management, Environmental Science or Contract Management is desired, but not essential where significant experience in a related field can be demonstrated.

Experience in the water and sewerage industry or related fields, would be highly regarded.

A current Victorian driver's licence is essential.

INTEGRATED MANAGEMENT SYSTEMS

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

- ISO 9001: Quality management systems - Requirements
- ISO 14001: Environmental management systems - Specification with guidance for use and ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- ISO 45001: Occupational health and safety management systems - Specification with guidance for use.

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

- initiating action that prevents deficiencies and

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- 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.

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.

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.

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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:

"He or she 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 ISO 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.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____