

POSITION DESCRIPTION

Position title	Development Services Technical Officer
Section	Customer Services
Employment type	Permanent
Classification	Band 6
Location	Warrnambool
Date Approved	March 2025
Approving Officer	Branch Manager Customer Services

POSITION OBJECTIVES

The Development Services Technical Officer is responsible for providing expert technical and engineering knowledge and supporting the development services team in the areas of land development, minor trade waste, backflow and other relevant functions.

KEY RESPONSIBILITIES & DUTIES

Development applications and planning:

- Review sewer and water designs submitted as part of the Land Development process, ensuring compliance with Wannon Water's standards, the Water Services Association (MRWA) Code and Australian Standards.
- Provide input into the review of the Land Development Manual (LDM), water supply and sewerage designs, construction standards, standard drawings, reticulation schemes and other relevant functions.
- Support the development of a Roof Water Harvesting design standard.

Compliance and oversight:

- Reinforce the 'Land Development Principles' as outlined in the Land Development Manual (LDM) and ensure compliance with agreed processes, approved documentation and any 'Offer of Conditions'.
- Maintain a current knowledge of the political, regulatory, legislative, social, environmental, and engineering issues that may impact on Wannon Water's networks and requirements.
- Maintain records and document decisions so far as practicable.

Customer and stakeholder relationships:

- Engage with consulting engineers, contractors, and developers where necessary to mediate design issues, and achieve positive outcomes for the corporation and wider community.

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- Assist with the development of technical knowledge within the Development Services team on sewer and water design, including areas of best practice in the water industry.
- Meet with consulting engineers in overseeing the construction and commissioning of new water and sewer infrastructure, including new connections and pump stations where necessary.
- Provide sound technical advice to landowners, developers and other customers where appropriate.

Other duties within the employee's skill base as directed by the Manager Development Services.

Will be compliant with all Wannon Water Occupational Health & Safety policies & procedures at all times.

ORGANISATIONAL RELATIONSHIPS

Responsible to Manager Development Services

External Liaison Developers, Contractors, Consultants, Customers, Essential Service Commission, Victorian Building Authority, Local Councils, Service Utilities, Business and Professional Personnel.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for ensuring that technical and statutory requirements are met where infrastructure is to be gifted to/acquired by the water corporation.
- Responsible for investigating the water and sewer servicing implications of developments and subdivisions in accordance with Wannon Water standard practice policies.
- This position may have input into policy, procedure and standards development within their area of expertise.

JUDGEMENT AND DECISION MAKING

- The nature of work is usually specialised with methods, procedures and processes developed from theory, regulation or precedent.
- Occasional complex problems occur which require problem solving skills and the ability to think outside the square for solutions. Guidance and advice are usually available.
- Maintaining industrial relations and an insight into best practice judgement should have regard to environmental and cost benefits.
- All decisions are to be made in accordance with the Instrument of Delegation Appointments and Authorisation.

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SPECIALIST SKILLS & KNOWLEDGE

- Sound knowledge of the Water services Association (WSAA) Melbourne Retail Water Authorities (MRWA) versions of relevant standards and the Plumbing Code.
- Knowledge and understanding of water and infrastructure design / construction / auditing principles and systems is essential.
- Comprehensive knowledge and understanding of the business, activities and customers of the region and appreciation of the business objectives of Wannon Water
- Knowledge and ability to interpret appropriate by-laws, regulations and policies.
- In addition to Microsoft Office Suite, experience in GIS and CAD is desirable
- Knowledge or experience of the Water Act 1989, Planning & Environment Act 1987 and Subdivision Act 1988 is desirable but not essential.

MANAGEMENT SKILLS

- Strong time management skills, with the ability to self-motivate, set priorities and organise one's own work to meet the set objectives in the most efficient way possible with the resources available.
- Ability to lead and progress ad hoc projects to achieve the required outcomes.

INTERPERSONAL SKILLS

- Strong oral and written communication skills.
- The ability to discuss, analyse and resolve problems, striking a compromise where appropriate.
- The ability to work both independently and in a small team.
- The ability to liaise with counterparts in other organisations and bodies to discuss specialist matters.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in engineering or another relevant discipline with some demonstrated experience in the water industry or related industry.
- Experience in the design of water supply and sewerages, construction standards, standard drawings, reticulation schemes and other relevant functions would be highly advantageous.
- A valid Australian Driver's license is required.

INTEGRATED MANAGEMENT SYSTEMS

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

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- ISO 55001: Asset management – Management systems – Requirements
- ISO 31000: Risk Management - Requirements
- 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:



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.

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 ISO 45001. Aligning to the standard assists with ensuring that all employees are provided with a safe and healthy working environment. 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	_____