

Position description

Biodiversity Officer



Department	Water and Sewerage Services
Section	Water Quality & Environmental Services Branch
Employment type	Permanent
Classification	Band 6
Location	Warrnambool
Date approved	August 2026
Approving Officer	Executive Water & Sewerage Services

Position objectives

The position includes responsibility for the development and implementation of Wannon Water's Biodiversity Management Plan, which supports our objective of caring for the lands and waters we depend on within our region.

The position will coordinate a diverse program of environmental management, supports Wannon Water's Zero Harm Environmental Policy commitments, and forms a fundamental part of the Corporation's Certified Environmental Management System. In coordinating the program, this position will work in close association with Wannon Water employees, regional partners, external agencies, consultants and contractors.

The position has a focus on stakeholder engagement and collaboration to promote best practice in environmental management.

Key responsibilities and duties

- Develop and implement programs arising from Wannon Water's Biodiversity and Environmental Management Plans within prescribed budgets and timelines.
- Actively collaborate with employees, Traditional Owner groups, regional partners, government agencies, industry organisations and communities to promote best practice biodiversity and environmental management consistent with Wannon Water's strategic objectives and Environmental Management System.
- Develop and implement planned maintenance and land management programs for areas of biodiversity and environmental value, including fire management activities, planned burning and fire season preparation.
- Implement and maintain the bore monitoring program for Wannon Water sewage treatment plants and recycled water sites, and coordinate environmental monitoring programs including ocean outfall monitoring.
- Provide specialist internal advice regarding biodiversity, environmental management, regulatory requirements and environmental approvals.
- Manage relevant contracts and consultants associated with biodiversity and environmental programs.

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- Prepare and deliver training and guidance materials relating to biodiversity and environmental management for managers, employees and recycled water customers.
- Provide regular reporting on outcomes and progress against relevant biodiversity and environmental plans and Environmental Management System objectives and targets.
- Develop and maintain constructive relationships with relevant external stakeholders and represent Wannon Water on appropriate regional committees and working groups. Identify opportunities for collaboration, knowledge sharing and external funding to support biodiversity and environmental outcomes.
- Provide timely information to internal customers and the Board in response to requests.
- Support Wannon Water's policies and procedures and ensure activities within the area of responsibility comply with relevant legislation, safety and environmental requirements, and the Zero Harm policy, including promoting protection of the environment.
- Prepare regular reports as required and carry out other duties as directed from time to time.

Organisational relationships

Responsible to	Manager Operations Support and Projects
Responsible for	N/A
External liaison	Consultants and contractors, farm and water agreement holders, research providers, regional parties and regulatory agencies.

Accountability and extent of authority

- The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed.
- The work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.
- The incumbent will contribute and provide formal input into policy development within the area of expertise and/or management.

Judgement and decision making

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist skills and knowledge

- The position requires proficiency in carrying out environmental monitoring and reporting activities, and the ability to establish and manage environmental projects and contracts from planning through to delivery.
- An understanding is required of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation and the legal context in which it operates.

Management skills

- Requires skill in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. This includes managing multiple projects simultaneously and prioritising work accordingly.
- The position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development

Interpersonal skills

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities. This includes liaising with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Wannon Water to resolve intra-organisational problems.
- Well-developed written and oral communication skills are required, with the ability to write analytical and logical reports.

Qualifications and experience

- Tertiary qualification in Environmental Engineering, Environmental Science, Farm or Natural Resource Management or other relevant discipline.
- Demonstrated working knowledge of natural resource management and biodiversity issues.
- Demonstrated experience in developing, promoting, implementing and monitoring biodiversity and natural resource management projects.
- Experience or practical understanding of the water industry and/or other related industries.
- A valid Australian Driver's License is required.

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Our values and Code of Conduct

All employees are required to act in accordance with the Code of Conduct for Victorian Public Sector Employees and demonstrate the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, together with Wannon Water's organisational values.

Inclusion and diversity

We embrace all forms of diversity and promote family friendly working hours and leave arrangements to ensure our workforce reflects the community that we serve.

Policies and procedures

All employees are required to adhere to systems, policies and procedures in relation to our activities. Employees shall not use their position for personal gain or advantage, nor disclose any confidential information acquired through employment by the Corporation.

Occupational health and safety

We've developed OH&S policies and procedures 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.

Equal employment opportunity

We follow the principles of equal employment opportunity and every employee is responsible for ensuring the workplace is free from discrimination.

Training and development

Well-planned training is crucial to our success. Managers and employees work collaboratively to identify training and development needs to equip our employees with the necessary knowledge and skills to perform their roles effectively. Each year, managers conduct performance reviews with employees to identify, plan, and initiate relevant training and development for the upcoming twelve months.

Signature

Employee Name

Employee Signature

Date