

POSITION DESCRIPTION

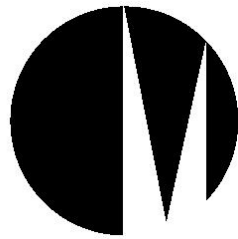


POSITION TITLE:	Integrated Water Management Lead
POSITION NO:	3161
CLASSIFICATION:	Band 7
EBA/AWARD:	Moreland City Council Enterprise Agreement
DEPARTMENT:	City Futures
BRANCH:	City Change
WORK UNIT:	Sustainable Built Environment Unit
REPORTS TO:	Unit Manager Sustainable Built Environment
SUPERVISES:	NIL
PREPARED BY:	Manager City Change
APPROVED BY:	Director City Futures

As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.








LAST MODIFIED:	9 January 2020
HR REVIEWED:	9 January 2020
DATE PRINTED:	23 January 2020

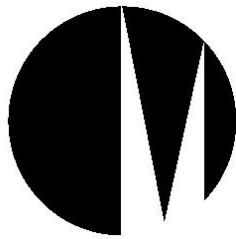


1. POSITION OBJECTIVES:

The Integrated Water Management Lead leads the development, endorsement and implementation of Moreland's Integrated Water Management Strategy – including stormwater harvesting, water sensitive urban design and building water efficiency programs. The role provides sustainability related technical advice and support to Council Officers on internal Council projects, and related technical advice and training to Environmentally Sustainable Development (ESD) advisors to assist on internal/external planning development applications.

The Integrated Water Management Lead also provides technical advice, research and plans that will underpin the future sustainable development of Moreland. The role provides expert advice to inform and educate the community, Council and staff on sustainability issues, in particular sustainable design and development, monitoring and implementation of integrated ESD policies and projects and assists Council to develop a strong strategic position with which to advocate on key ESD issues affecting Moreland.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes



2. KEY RESPONSIBILITY AREAS:

- Lead implementation of Moreland's Integrated Water Management Strategy – including stormwater harvesting, water sensitive urban design and building water efficiency programs.
- Provide sustainability related technical advice and support to Council officers on internal Council projects
- Provide sustainability related technical advice and training to assist on internal/external planning development applications.
- Project management including budget management, engaging and managing consultants as well as multidisciplinary teams.
- In collaboration with procurement experts, prepare tender documentation, contracts, service agreements, partnerships, grant applications, funding arrangements, submissions and other documents/presentations as required.
- Monitor, identify and report on opportunities for external funding, and prepare (or assist in the preparation of) submissions to secure external funding for projects.
- Provide advice and briefings as required, to Council, the community and stakeholders on branch &/or Council actions, policies and strategies.
- Maintain a high profile and building long term internal and external relationships to achieve set objectives and strong networks through facilitation, coordination and networking skills.

Research and Monitoring

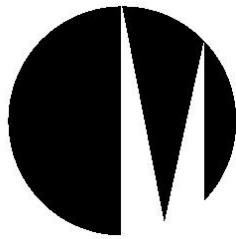
- Research and analyse environmental trends and their implications for environmental, social and economic development of the municipality.
- Provide timely advice and reporting that responds to emerging trends and issues.
- Prepare project briefs for consultancy work and project manage the consultancy as required within the approved budgets and timelines.

Community Consultation and Advice

- Ensure the provision of timely advice and recommendations on ESD issues relating to assigned projects and other matters referred by the Unit and or Branch Manager.
- Drive consultation and communications initiatives to facilitate better community and Council's understanding of environmental issues and ensure that the Council's clients understand and participate in the development and implementation of policy.
- The position will involve some work out of normal hours including consultative meetings, Councillor briefings, Council meetings and management workshops and training as required.

Resourcing and Budgeting

- Input into the preparation of Sustainable Built Environment Unit work plans and budgets through the Unit Manager Sustainable Built Environment and Branch Manager.
- Monitor and report on opportunities for external funding of ESD projects and make funding applications.



Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

- Incorporate best practice environmental sustainability into Council projects and provide sustainability leadership on Council initiatives.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

Occupational Health & Safety

- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

3. ORGANISATIONAL RELATIONSHIP:

Internal Liaison: Staff within Departments and Branches as appropriate.

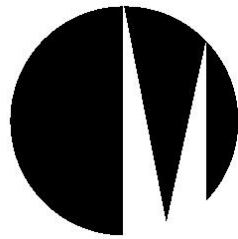
External Liaison: Melbourne Water,
Melbourne University and other grant funders,
Government agencies,
public authorities,
non-Government agencies,
Contractors and suppliers,
Merri Creek Management Committee,
Community groups,
Officers from other municipalities,
Sustainable Moreland Advisory Group (SMAG).

JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7).

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The freedom to act is subject to professional and regulatory review, and is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. The effect of decisions and actions taken may

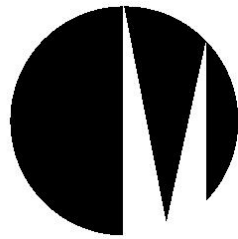


have a substantial impact on clients and/or a significant effect on the public perception of the organisation.

- Accountable for the delivery of timely, accurate and effective specialist advice, with the authority to regulate clients.
- Work may be of an investigative, analytical or creative nature, particularly in relation to policy formulation. The quality of work delivered can have a significant effect on the policies developed for the organisation.
- Responsible for assisting in managing and implementing projects, strategies, policies, reports, briefings and advice, which further Moreland's sustainability objectives that are on time, on budget and to the required quality/accuracy required.
- Responsible for leading teams associated with projects being managed by this position.
- Responsible for the establishment and maintenance of effective internal/external stakeholder relations and communication.
- Accountable for identifying opportunities for partnerships and promotion of Council policy and interest in relation to water management, climate change and sustainability issues and projects being project managed by this position. This may involve representation at internal and external forums.
- Responsible for preparation and signing of advice, correspondence and other documents, seeking direction and approval from more senior positions e.g. Unit Manager, Manager, Director and Council.

5. JUDGEMENT AND DECISION MAKING:

- When contributing to policy formulation the primary challenge will be intellectual and will require the identification of a range of options before a recommendation can be made.
- To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Unit Manager Sustainable Built Environment &/or Manager City Change on matters requiring approval/direction.
- Make sound decisions, apply discretion and evaluate proposals within guidelines specified and having regard to the objectives, duties and responsibilities of the position and subject to the level of delegation authorised by the Unit Manager.
- Consult with key stakeholders (internal &/or external) to assist in determining methods and directions on projects and providing recommendations to Unit Manager&/or Manager. Investigate and make assessments of water efficiency, stormwater quality and ESD related policy and program issues so as to make recommendations and decisions from available options. Issues will, at times, be abstract and complex and require conceptual creative thinking and clear written and verbal communication.
- Interpret standards and statutory requirements.
- Exercise independence in decision making, problem solving, and policy development based upon specialised knowledge and skills.
- Exercise day-to-day problem solving and budgeting skills with respect to the allocation of resources and time management.
- Guidance is not always available within the organisation.



6. SPECIALIST KNOWLEDGE AND SKILLS:

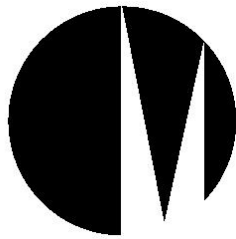
- Proficiency is required in the application of theoretical and/or scientific approaches in the search for solutions to new problems and opportunities.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Broad knowledge and commitment to environmental and sustainability issues.
- Demonstrated knowledge of water at the local level with technical understanding of water efficiency opportunities.
- Demonstrated understanding of the principles and practices of integrated water cycle management for environmental, social and economic development with a focus on stormwater management and environmental engineering.
- Relevant and extensive demonstrated experience in developing and project managing integrated water cycle management and water sensitive urban design programs and capital works projects

7. MANAGEMENT SKILLS:

- Ability to manage time, set priorities, and plan and organise one's own work (and, where appropriate, that of other employees) to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Ability to co-ordinate formal and informal teams with multi-disciplinary skills and expertise to achieve the objectives of the position and wider corporate objectives.

8. INTERPERSONAL SKILLS:

- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop other employees.
- Employees at this level must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist and intra-organisational problems and with other employees within their own organisation.
- Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts, including capacity to deal with and resolve conflict.
- Demonstrated ability to develop and maintain significant strategic relationships.
- Professional experience in the clear and structured presentation of information and concepts.
- Ability to work effectively and contribute to a team environment.
- Demonstrated ability to prepare reports and deliver training programs.
- Demonstrated commitment to excellence in customer service.

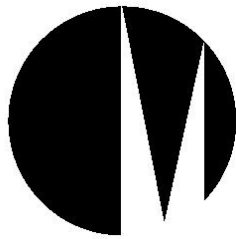


9. QUALIFICATIONS AND EXPERIENCE:

- Relevant tertiary qualifications and/or significant experience in one or more of the following areas: engineering, science, environment, sustainability, natural resource management, or related disciplines are essential.
- Relevant and extensive demonstrated experience in developing and project managing integrated water cycle management in particular storm water management and water sensitive urban design programs. Capital works project delivery experience is also desirable. Qualifications and/or demonstrated experience in Project Management would be highly regarded
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10. KEY SELECTION CRITERIA

- Relevant tertiary qualifications and/or significant experience in one or more of the following areas: engineering, science, environment, sustainability, natural resource management, or related disciplines are essential.
- Relevant and extensive demonstrated experience in developing and project managing integrated water cycle management in particular storm water management and water sensitive urban design programs. Capital works project delivery experience is also desirable.
- Demonstrated experience in managing and implementing projects, strategies, policies, reports, briefings and advice, that are on time, on budget and to the required quality/accuracy required.
- Demonstrated ability to participate in and facilitate successful cross-organisational and multi-organisational projects.
- Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts, including capacity to deal with and resolve conflict.
- Demonstrated ability to develop and maintain significant strategic relationships.



11. PHYSICAL REQUIREMENTS OF THE POSITION

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(✓)
-below 10kgs	()	()	()	(✓)
Manual handling frequency	()	()	()	(✓)
Repetitive manual work	()	()	()	(✓)
Repetitive bending/twisting	()	()	()	(✓)
Working with arms above head	()	()	()	(✓)
Lifting above shoulder height	()	()	()	(✓)
Using hand tools – vibration/powerd	()	()	()	(✓)
Operating precision machinery	()	()	()	(✓)
Close inspection work	()	()	()	(✓)
Wearing hearing protection	()	()	()	(✓)
Wearing eye protection	()	()	()	(✓)
Working in dusty conditions	()	()	()	(✓)
Working in wet/slippy conditions	()	()	()	(✓)
Wearing Gumboots	()	()	()	(✓)
Wearing safety shoes/boots (steel cap)	()	()	(✓)	()
Working with chemicals/solvents/detergents	()	()	()	(✓)
Washing hands with soap (hygiene)	()	()	()	(✓)
Working at heights	()	()	()	(✓)
Working in confined spaces	()	()	()	(✓)
Working in chillers (+4 degrees C)	()	()	()	(✓)
Performing clerical duties	()	()	(✓)	()
Working on a keyboard	(✓)	()	()	()
Driving cars and/or trucks	()	(✓)	()	()
Other (please specify)_____	()	()	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):
