



PO Box 1158
25 Gateway Road
Warrnambool 3280
Phone: 1300 926 666

Regional Offices
66 Gray St, Hamilton
15 Townsend St, Portland

POSITION DESCRIPTION

POSITION TITLE: Coordinator - Natural Assets and Water Recycling

SECTION: Service Delivery

EMPLOYMENT TYPE: Full time/Part Time

CLASSIFICATION: Band 7

LOCATION: Warrnambool

Date Approved: April 2018

Approving Officer: General Manager – Service Delivery

POSITION OBJECTIVES

This role has two objectives:

Natural Assets

The position includes responsibility for the development and implementation of Wannon Water's Natural Assets and Cultural Heritage Management Plan, which supports our objective to enhance the health of natural capital (water, biodiversity, soil and air) within our region.

Water Recycling

The role also has responsibility for implementing our recycled water program, which includes customer and farm management functions. This supports our ability to provide ongoing value for customers by supplying fit-for-purpose water products utilising the range of water resources within our region.

The position will coordinate a diverse program of natural asset and water-recycling activities, supports Wannon Water's 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 natural asset management and water recycling.

KEY RESPONSIBILITIES & DUTIES

Natural Assets

Develop and implement a diverse program of activities arising from Wannon Water's Natural Assets and Cultural Heritage Management Plan within prescribed budgets and timelines.

Actively collaborate with other employees, regional partners and communities to promote best practice natural asset management within Wannon Water, consistent with the Corporate Vision,

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COORDINATOR – NATURAL ASSETS AND WATER RECYCLING



Mission and Objectives, Environmental Management System and the water and sewerage systems operational objectives.

Development and implementation of planned maintenance programs for natural and cultural assets.

Provide internal support regarding environmental advice and approvals.

Manage relevant contracts associated with natural asset programs.

Prepare and present training and guidance materials - related to best practice integrated natural asset management - to managers, employees and recycled water customers.

Provide regular reporting of outcomes and progress against the Natural Assets and Cultural Heritage Management Plan and Environmental Management System Objectives and Targets.

Water Recycling

Manage a diverse program of water recycling activities within prescribed budgets and timelines.

Source and manage recycled water customers, including the development of Environmental Improvement Plans and associated training and reporting of trends in demand.

Review and ensure compliance with legislative requirements related to water recycling.

Support the identification of new assets to support the efficient use of recycled water.

Manage relevant contracts associated with recycled water programs.

Prepare and present training and guidance materials - related to best practice water recycling - to managers, employees and recycled water customers.

Provide regular reporting of outcomes.

Natural Assets and Water Recycling

Prepare regular reports as required and carry out other duties as directed from time to time.

Actively pursue external funding opportunities to support specific projects, particularly in respect to Natural Assets.

Participate in Wannon Water's Integrated Management System Management Review Committee.

Develop and maintain partnerships with a range of external agencies and industry organisations.

Represent the Corporation on relevant regional committees and working groups.

Provide timely information to internal customers and the Board in response to requests.

Support Wannon Water's Policy and Procedures.

Ensure activities within your area of responsibility are undertaken in accordance with safety legislation and the Occupational Health and Safety System of Wannon Water.

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ORGANISATIONAL RELATIONSHIPS	
Responsible to:	Manager Operations Support and Projects
Internal Liaison:	All Wannon Water Departments
External Liaison:	Consultants and Contractors, Farm and Water Agreement holders, Research Providers, Regional Partners and Regulatory Agencies
ACCOUNTABILITY AND EXTENT OF AUTHORITY	
<p>Coordinate resources and/or provide advice to or regulate clients and/or participate in the development of procedures.</p> <p>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.</p> <p>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.</p> <p>Would have a formal input into policy development within the area of expertise and/or management.</p>	
JUDGEMENT AND DECISION MAKING	
<p>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.</p>	
SPECIALIST SKILLS & KNOWLEDGE	
<p>The position requires proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices. Involves search for solutions to new problems and opportunities.</p> <p>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.</p> <p>Knowledge of and familiarity with relevant budgeting techniques.</p>	
MANAGEMENT SKILLS	
<p>Requires skill in managing time, setting priorities and planning and organising one's own work and 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.</p> <p>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 employees development.</p>	

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INTERPERSONAL SKILLS

Requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and motivate and develop employees.

Be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions within Wannon Water to resolve intra-organisational problems.

QUALIFICATIONS & EXPERIENCE

Qualifications

- Tertiary qualifications in one or more of the following disciplines are essential: Environmental Engineering, Environmental Science, Farm or Natural Resource Management
- Qualifications in the following disciplines are desirable: Agronomy, Rural Operations, Farm planning, Project Management or Irrigation.

Work experience:

Natural Assets

- Demonstrated experience in the successful establishment and management of natural asset projects and contracts.
- Demonstrated experience in the delivery of environmental performance improvements.
- An appreciation of biodiversity conservation theory and best practice.

Water Recycling

- Demonstrated experience in farm planning, farm management, project management or recycled water and land management.

General

- Practical understanding of the water industry
- Demonstrated experience in facilitating employee training.
- Experience in environmental monitoring and reporting
- Well developed computer skills in a range of business applications

Personal Attributes:

- Well-developed written and oral communication skills. The ability to undertake multiple projects simultaneously and prioritise accordingly. To work independently and as part of a wider team to ensure the achievement of Corporate and Branch Objectives.
- Task-focused project management style with experience in changing behaviours. See solutions rather than problems
- Must hold a current Victorian driver's license.

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 4801: Occupational health and safety management systems - Specification with guidance for use; and

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- 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

All successful applicants appointed to Wannon Water are subject to the following:

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:

"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 the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 4801). 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.

Employee

Manager

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____