

## POSITION DESCRIPTION

<b>Position title</b>	Reuse Technical Officer
<b>Section</b>	Operations Support and Projects
<b>Employment type</b>	Full Time
<b>Classification</b>	Band 5
<b>Location</b>	Warrnambool
<b>Date Approved</b>	June 2024
<b>Approving Officer</b>	Branch Manager – Operations

### POSITION OBJECTIVES

Assist in the implementation of our recycled water and biosolids programs with a focus on customer and farm operational and maintenance field activities.

Promote best practice recycled water delivery and biosolids reuse within Wannon Water, consistent with Wannon Water's strategic direction, purpose and corporate objectives.

Support operational monitoring of recycled water indicators and trade waste impacts.

Assist with the monitoring of the transport, storage, drying and beneficial reuse of biosolids at Wannon Water's biosolids processing facilities.

### KEY RESPONSIBILITIES & DUTIES

Actively collaborate with customers, other employees, consultants and contractors to support a diverse program of reuse activities.

Respond to incidents and maintenance requests and coordinate rectification of issues particularly throughout irrigation and biosolids season.

Support the pre-season irrigation maintenance program and annual soil monitoring programs.

Understand relevant contracts / agreements associated with reuse and monitor compliance with these through operational monitoring and field-based work.

Provide regular reporting of outcomes to internal stakeholders on field activities associated with recycled water and biosolids.

Assist with the delivery of relevant maintenance projects within prescribed budgets and timelines and in accordance with Wannon Water's project management processes.

Support the Treatment Operations teams onsite to achieve reuse targets when required.

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Develop good understanding of legislative requirements related to water recycling and biosolids.

Support the asset planning team to identify system improvements to support the efficient use of recycled water and biosolids drying and handling.

#### ORGANISATIONAL RELATIONSHIPS

**Responsible to** Coordinator Water Recycling  
**External Liaison** Consultants and Contractors, Farm Tenants and Reuse Customers

#### ACCOUNTABILITY AND EXTENT OF AUTHORITY

Assist with the coordination and/or supervision of resources and/or give support to more senior employees and provide advice to customers.

The freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to goals and objectives.

The work is usually of a field, investigative and analytical nature. The position is accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans under their control and for the safety and security of the assets being managed.

This position is responsible for ensuring that all works undertaken adheres to Wannon Water's Zero Harm philosophies maximising health and safety in accordance with the relevant legislation.

#### JUDGEMENT AND DECISION MAKING

Work is usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.

The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.

Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

Guidance and advice would usually be available within the time required to make a choice.

#### SPECIALIST SKILLS & KNOWLEDGE

This position requires: -

- an understanding of the relevant technology, procedures and processes used within the business unit/s
- interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.

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- an understanding of the role and function of the senior employees to whom they provide support, an understanding of the long-term goals of the business unit/s and an appreciation of the goals of the wider organisation.
- an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Provision of direction, leadership and structured training or on-the-job training to Reuse Customers and tenants.

### MANAGEMENT SKILLS

The incumbent requires skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

The position requires an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and training and development of others.

### INTERPERSONAL SKILLS

This position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well defined activities.

It is expected that the incumbent will write reports in their field of expertise and/or to prepare external correspondence.

### QUALIFICATIONS & EXPERIENCE

#### *Qualifications*

Qualifications in the following disciplines are not mandatory but are desirable: Agronomy, Rural Operations, Farm planning, Project Management or Irrigation practises.

#### *Work experience:*

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

Task-focused project management style with experience in changing behaviours. See solutions rather than problems.

A valid Australian driver's licence is required for inclusion on personnel record

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### INTEGRATED MANAGEMENT SYSTEMS

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

- 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:

#### 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.

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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	_____