

## POSITION DESCRIPTION

<b>Position title</b>	Environment & Quality Documentation Officer
<b>Section</b>	Assets & Service Delivery
<b>Employment type</b>	Part Time Permanent
<b>Classification</b>	Band 6
<b>Location</b>	Warrnambool
<b>Date Approved</b>	December 2024
<b>Approving Officer</b>	Branch Manager Operations

## POSITION OBJECTIVES

The Environment & Quality Documentation Officer is responsible for developing, implementing, and maintaining the Drinking Water Quality Risk Management Plan (DWQRMP), environmental Risk Management and Monitoring Programs (RMMP) and other related regulatory procedures and systems to ensure compliance with environmental regulations and the protection of human health.

This role involves synthesising data, analysing risks, and presenting information in a structured and accessible written format for stakeholders. The Environment & Quality Documentation Officer will collaborate with various departments to gather information and produce comprehensive documentation that reflects the complexity of site activities and associated risks associated with wastewater and water activities.

## KEY RESPONSIBILITIES & DUTIES

### Document Development & Implementation:

- Design and structure the RMMP to ensure clarity and ease of use for all stakeholders and maintain updates.
- Incorporating Health Based Targets and improvement plans into the DWQRMP.
- Incorporate relevant risk assessment records, environmental performance indicators, audit results and operational control procedures.

### Data Analysis:

- Gather and analyse data related to environmental aspects, risk consequences, and likelihoods for the Environmental and HACCP Risk Assessments
- Develop risk ranking tables to support the RMMP and inform decision-making.

### Reporting:

- Create relevant board and business reports.

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- Create and maintain associated documents, including work instructions, monitoring schedules, and records.
- Ensure all documentation is accurate, up-to-date, and compliant with regulatory requirements.

### Stakeholder Engagement:

- Work closely with across departments to collect necessary information and insights for regulatory documentation
- Communicate findings and updates to management and relevant stakeholders.

### Compliance and Oversight:

- Monitor and review compliance with the RMMP and other similar documentations to make recommendations for improvements as necessary.

### Training and Support:

- Provide training and support to staff on processes and documentation.
- Assist in the implementation of operational control procedures to mitigate identified risks.

## ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Manager Operational Monitoring & Reporting
<b>Responsible for</b>	Nil
<b>External Liaison</b>	Consultants, Statutory Authorities

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is governed by clear objectives with a regular reporting mechanism to ensure adherence to goals and objectives.
- The impact of decisions made, or advice given may be significant but is usually subject to appeal or review by more senior employees.
- This position may have formal input into policy development within their area or expertise and/or management.

## JUDGEMENT AND DECISION MAKING

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

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### SPECIALIST SKILLS & KNOWLEDGE

- Proficiency in the application of theoretical, regulatory or scientific disciplines.
- High level of ability to prepare and analyse data with experience in the use of computer packages for storage, retrieval and manipulation of data.
- An understanding of the long-term goals of the functional unit in and of the relevant policies of both the unit and the wider organisation.
- Knowledge of legislation relevant to the water industry would be highly advantageous.
- A sound knowledge of relational databases, reporting tools and MS Office.

### 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 within the resources available.
- Ability to lead and motivate ad hoc projects to achieve the required outcomes.

### INTERPERSONAL SKILLS

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

### QUALIFICATIONS & EXPERIENCE

#### Essential

- Technical expertise gained through a tertiary degree or diploma course in a science or regulatory discipline, or less formal qualifications with extensive relevant experience.
- Experience in developing and maintaining documentation, including written reports.

#### Desirable

- Experience working in the water industry or related utility.

A valid Australian driver's licence 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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- 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 Australian Standard / New Zealand Standard 4801 (AS/NZS 45001). These standards ensure 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.

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Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____