

## POSITION DESCRIPTION

<b>Position title</b>	Water Resources Planner
<b>Section</b>	Asset Planning
<b>Employment type</b>	Full Time Permanent
<b>Classification</b>	Band 6
<b>Location</b>	Warrnambool
<b>Date Approved</b>	January 2025
<b>Approving Officer</b>	General Manager Assets and Service Delivery

## POSITION OBJECTIVES

This role is to lead strategic initiatives that ensure the sustainable management of water resources, planning for future demand and adoption of strategies to manage the impacts of climate change and land use changes.

A key focus will be overseeing the development, communication and implementation of Wannon Water's Urban Water Strategy, ensuring efficient investment and long-term planning for urban water services. The role will also involve guiding the preparation of capital investment plans to support growth and resilience across Wannon Water's infrastructure portfolio.

## KEY RESPONSIBILITIES & DUTIES

- Lead the development and ongoing implementation of Wannon Water's Urban Water Strategy, ensuring accurate system yield and demand projections while identifying and assessing strategic options.
- Support communication and engagement initiatives to inform the Urban Water Strategy, focussing on future water use projections and other stakeholder input.
- Coordinate water resource investigations and monitor implementation actions in the Urban Water Strategy, reporting the progress and outcomes, incorporating risks and opportunities.
- Regularly review supply and demand trends against projections to determine if adjustments to the Urban Water Strategy are needed, including impacts from major local industries.
- Investigate Wannon Water's ability to meet the water and sewerage needs of new and large customers.
- Assess the performance of existing systems and recommend improvements or upgrades to inform strategic and action plans.
- Evaluate water savings and water augmentation project options using a Cost-Benefit analysis approach.
- Prepare budget estimates for proposed works as part of the capital investment planning process.
- Prepare project briefs for consultants to investigate and evaluate projects.

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- Provide expert advice and information to customers, public authorities, consultants, and internal teams on Wannon Water's assets, water resources, and sustainable catchment management requirements.
- Maintain and enhance hydraulic and hydrologic system models to improve understanding of system constraints and optimise future planning.
- Assist in shaping policy directions to protect water resources and maintain the resilience of the systems that deliver them.
- Support the development and assessment of applications within drinking water catchments to ensure compliance and sustainability.

### ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Manager Asset Planning
<b>Responsible for</b>	Nil
<b>External Liaison</b>	Traditional Owners, Municipalities, service authorities, developers, consultants, customers, businesses and professional personnel

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is primarily responsible for preparing and reviewing the Urban Water Strategy, ensuring its alignment with Wannon Water's objectives and standards.

This role includes evaluating the performance of water and sewerage systems, exploring improvements options, developing concept designs, and conducting project evaluations. All tasks must adhere to standard practices, relevant legislation, Australian Standards, design manuals, and Wannon Water policies.

Accurate quantity calculations, cost estimations and budgeting are essential responsibilities, carried out in accordance with accepted industry practices.

The extent of authority is defined by Wannon Water's policies and guided by directions from the Manager Asset Planning and the Branch Manager Asset Planning.

### JUDGEMENT AND DECISION MAKING

The incumbent is expected to apply initiative, critical thinking, and sound judgment when evaluating options and presenting preferred recommendations to the relevant manager. While the incumbent evaluates and proposes options, the final decision-making rests with others.

Major decisions and project directions are typically discussed and agreed upon collaboratively with the Manager, Branch Manager, General Manager, and other relevant managers to ensure alignment with organisational goals.

Guidance and support are usually available from engineers, the Manager, Branch Manager, and the broader management team. Additionally, consultants, government departments, and a wealth of technical data accessible to Wannon Water provide further resources to inform decision-making.

### SPECIALIST SKILLS & KNOWLEDGE

This position requires a range of essential and specialist skills, including:

- An analytical approach to effectively plan and implement projects and tasks
- Strong communication skills, including reporting and presenting effectively to various stakeholders.
- The ability and willingness to benchmark best practices to drive continuous improvement in Wannon Water's processes strategies.
- Knowledge and familiarity with budgeting principles and practices.
- A solid understanding of water resource extraction and transfer principles.
- Basic proficiency in business case development.
- Clear understanding of Wannon Water's long-term goals, corporate values, and objectives.
- A strong sense of fairness to ensure equitable treatment, consistent workload prioritisation, and effective resource planning.
- General proficiency in Microsoft Office Applications.

### MANAGEMENT SKILLS

This position requires strong self-motivation, the ability to set priorities, and effective planning and organisation of one's work to achieve desired results within agreed timelines.

The role involves working independently, utilising personal resources and research, as well as collaborating within teams. Development of regional partnerships and fostering close collaboration with regional agencies are also key aspects of the position.

### INTERPERSONAL SKILLS

This position requires highly developed interpersonal skills, including the ability to:

- Write clear and effective reports and external correspondence within areas of expertise
- Present, discuss, and resolve both routine and specialised technical issues with various stakeholders to achieve objectives
- Build and maintain collaborative relationships, liaising effectively with counterparts in other organisations to fulfil the responsibilities of the role

### QUALIFICATIONS & EXPERIENCE

- A tertiary qualification in Engineering, Science, or a suitable equivalent with some relevant experience.
- Experience in the water industry, with a focus on water resourcing planning, including both supply and demand projections is highly valued.
- Experience in the planning, design, and construction of water and wastewater systems is advantageous.
- Knowledge of surface and groundwater system hydrology is also beneficial.
- A valid Australian driver's license is required.

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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 9001: Quality management systems - Requirements
- ISO 14001: Environmental management systems - Specification with guidance for use and ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- ISO 45001: Occupational health and safety management systems - Specification with guidance for use.

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.

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- We are proud of our business excellence.

### **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

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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.

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