

# Role Description

## Engineer Water Resource Planning



<b>Title</b>	Engineer Water Resource Planning
<b>Classification/Grade/Band</b>	Band 3 Level 2
<b>Group/Unit/Section</b>	Water & Sewer / Planning and Delivery / Water Services and Design
<b>Reports to</b>	Senior Engineer Water Resource Planning

### Vision

A vibrant organization doing great things.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Engineer Water Resource Planning is responsible for contributing to the development of medium- and long-term planning for the Central Coast's water supply resources. The role is also responsible for providing ongoing technical and management advice on various issues relating to water resource planning and operations.

The position of Engineer Water Resource Planning is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Contributes, in liaison with key internal stakeholders, to the long- and medium-term planning of Headworks to deliver a safe and secure water supply including provision of professional and technical advice and contribution to associated hydrological investigations
- Provides professional technical and management advice across relevant activities including operational planning; compliance with statutory standards and practices; data collection and storage; operational and regulatory reporting on demands, production, storage, and the catchment;
- Manages investigations and on-going projects and initiatives in relation to catchment health including overall review and ongoing development of Headworks system models
- Manages programs and projects of work, internally and externally funded, according to reporting and budgetary requirements and adapting contemporary industry methods and innovative procedures to achieve project outcomes that support organisational objectives.
- Develops, implements and maintains system management procedures and operational models for catchments and Headworks elements promoting a continuous improvement approach to resource allocation
- Provides timely and appropriate input to enquiries from key internal and external stakeholders, including Councillors and the community. Also prepares regular and ad-hoc reports reflecting Headworks system performance
- Performs any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

## Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;



- Policy and procedures are readily available, but the Engineer Water Resource Planning is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions affect the work and activities across a major function or a number of Units
- The work of the Engineer Water Resource Planning has a major long-term influence across the whole of the community.
- The Engineer Water Resource Planning is involved in the development and maintenance of appropriate safety and standards, and provides instruction and/or training concerning such standards
- Identifies requirements as an input to budget development
- Monitors budgetary spending within work area, against pre- determined targets. Weighs up options on a cost basis to make recommendations and continuously looks for greater efficiency within work area

### Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

### Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.



- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

### **Business Enablers and Technical Skills**

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

### **Team Work**

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.



## QUALIFICATIONS

### Essential

- Degree in Civil Engineering, Environmental Engineering, Hydrology or related field
- Current Class C Drivers Licence

### Desirable

- Post Graduate Qualification in Project Management.

## EXPERIENCE

- Extensive experience in water resources operations and planning within a water business related area and a demonstrated knowledge of the Urban Water Sector.
- Possess a strong level of computational and modelling skills including an understanding of hydrological models;
- Demonstrates a strong knowledge of the operation of water headworks assets including dams/weirs, pumping stations and treatment plants.
- Strong written and verbal communication as well as negotiation skills to effectively articulate water resource strategies to various audiences.
- Highly developed research, analytical and problem-solving skills including an ability to develop and implement innovative solutions and embrace principles of adaptive planning.
- On a project basis, possess the ability to lead small teams or work as part of teams consisting of multi-disciplinary professionals and trades-based staff



## Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

