POSITION DESCRIPTION

POSITION TITLE:	**Integrated Water Management Specialist**
DIVISION:	**Assets, Operations And Sustainability**
DEPARTMENT:	**Sustainability, Climate and Waste**
SECTION:	**Climate Action Integration Team**
CLASSIFICATION:	**Band 7**
LOCATION:	**Broadmeadows Office**

POSITION OBJECTIVES:

The key objectives of the position are to:

- Champion and coordinate the development, implementation, monitoring, review and reporting of Hume's Integrated Water Management (IWM) Plan.
- Develop and coordinate the delivery of IWM projects including undertaking research, securing funding, managing budgets, engaging and working with consultants, leading diverse project teams and liaising with stakeholders.
- Develop, support and help build the capacity of an integrated water management community of practice across Council.
- Provide strategic and technical advice for IWM projects and asset management.
- Develop, review and provide input into guidelines and documentation relating to IWM outcomes.
- Represent Hume City Council at external IWM events such as the Department of Energy, Environment, and Climate Action (DEECA) Integrated Water Management Forums.
- Identify and support IWM advocacy initiatives.
- Provide professional advice to Council, senior management and the community on IWM.

KEY RESPONSIBILITIES AND DUTIES:

1. . Champion and coordinate the development, implementation, monitoring, review and reporting of Hume's Integrated Water Management (IWM) Plan

- Review and develop the Integrated Water Management Plan to ensure best practice water management and enhanced climate resilience across Council operations and services.
- Champion and liaise with other teams across Council and external stakeholders to facilitate input, ownership and implementation of relevant IWM actions and partnerships.
- Help build the capacity of an integrated water management community of practice across Council.
- Contribute to the integration of IWM considerations and outcomes into other Council strategies and plans.

2. Provide strategic and technical IWM advice

- Provide strategic and technical advice for IWM projects and asset management.
- Develop, review and provide input into guidelines and documentation relating to IWM outcomes.
- Keep abreast of relevant legislation, guidelines and industry best practice.
- Provide high quality and timely professional advice to Council, senior management and the community on IWM matters.

3. Develop and coordinate the delivery of IWM projects

- Develop and manage IWM projects including water efficiency, water sensitive urban design (WSUD), stormwater harvesting projects including seeking external funding, managing project budgets, engaging and managing consultants, leading diverse project teams, obtaining approvals and resolving problems.
- Manage and progress a number of complex projects and responsibilities concurrently with sound prioriitisation skills.
- Coordinate the development of communications with the community around water use in collaboration with internal and external stakeholders.

4. Build, develop and maintain IWM partnerships

- Seek and support integrated outcomes internally and with external partners and stakeholders.
- Develop and contribute to strategic IWM partnerships with external stakeholders.
- Represent Hume City Council at external IWM events such as the Department of Energy, Environment, and Climate Action Integrated Water Management Forums.
- Identify and support IWM advocacy initiatives.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator, Climate Action Integration
Supervises:	NA
Internal Contacts:	Across Council including: Assets; Infrastructure Delivery; Parks; Strategic Projects; Open Space Planning; Planning and Development; Finance; Grants Team etc.
External Contacts:	Melbourne Water; Yarra Valley Water; Greater Western Water; Department of Energy, Environment and Climate Action; IWM forums; Department of Climate Change, Energy, the Environment and Water.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☐ YES ☒ NO
PRE-EMPLOYMENT MEDICAL CHECK • The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) • The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining a knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Providing specialist advice and guidance in the development of environmental strategies, policies and programs that will impact on Council and the community.
- Improving environmental awareness among Council staff, Councillors and the community and promoting a high standard of environmental management at the local level.
- Management of capital and project budgets in line with strategic objectives and funding agreements
- Representing Council at external forums to advance IWM and advocate on behalf of Council in line with strategies and policies.
- Responsible for other activities within the scope and skills of this position as delegated by the Coordinator Climate Action Integration.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Solving problems by drawing on specialised methods, procedures and processes representing current best practice in the field. These methods and processes will often need to be applied in new situations. Specialised guidance will usually not be available within the organisation. The position will provide IWM advice to Council/ Senior Management.
- Formulating creative and innovative approaches in problem solving and generating outcomes to meet strategic directions, and where guidance and advice are not always available.
- Identifying, developing and interpreting policies and strategies and development of guidelines, plans and policies relating to IWM.
- Developing appropriate methods and processes for successful implementation of policy.
- Exercising initiative and sound professional judgement, taking account of community needs and expectations and providing accurate and professionally objective advice.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Sound understanding and application of the principles and practices of best practice Integrated Water Management with engineering skills an advantage.
- Demonstrated ability to identify and set future directions and to develop strategies and policies to achieve sound IWM outcomes to build the resilience of Council operations and services.
- Demonstrated knowledge of the role and function of local government and an ability to understand the long term goals of the organisation and legal and political context in which it operates, including in regard to other levels of government.
- Well developed knowledge of Victorian and Commonwealth legislation and policy in relation to integrated water management.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Contributing leadership to the Climate Action Integration team by mentoring, developing and supporting staff (as needed) in collaboration with the Coordinator.
- Demonstrated skills in managing time, setting priorities, planning and organising own work within a flexible and generally independent framework.
- Demonstrated project management skills, including the ability to lead and manage complex projects running concurrently , with diverse project teams and delivery models, to deliver objectives within timeframes and budgets.
- Demonstrated capacity to supervise project and temporary staff, volunteers and contractors as required.
- Demonstrated ability to work with minimal supervision.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Highly developed written and oral communication skills.
- Demonstrated ability to gain cooperation and assistance and help build capacity of colleagues, contractors and external stakeholders to achieve strategic objectives and implement projects.
- Demonstrated ability to prepare correspondence, reports, submissions and draft policies and procedures for presentation to Council and external stakeholders.
- Ability to balance differing points of view and make an informed professional judgement.
- Demonstrated ability to liaise, consult, negotiate and collaborate with a wide range of external stakeholders, to discuss specialist matters and to build internal support and capacity and resolve issues.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in engineering, environmental sciences, water resources management, water sensitive urban design or a related field or lesser formal qualifications with extensive relevant experience.
- Substantial experience in the development, coordination and review of environmental strategies and policies.
- Demonstrated high level experience in environmental management including project management of IWM projects.
- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☒	☐
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☒	☐
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powered	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☒	☐
Wearing hearing protection	☐	☐	☒	☐
Wearing eye protection	☐	☐	☒	☐
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☒	☐
Wearing other relevant PPE	☐	☐	☒	☐
Working in dusty conditions	☐	☐	☒	☐
Working in wet/slippery conditions	☐	☐	☒	☐
Working with chemicals/solvents/detergents	☐	☐	☒	☐
Washing hands with soap (hygiene)	☐	☐	☐	☒
Working at heights	☐	☐	☒	☒
Working in confined spaces	☐	☐	☒	☐
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☐	☒	☐	☐
Working on a keyboard	☐	☒	☐	☐
Driving cars and/or trucks	☐	☐	☒	☐
Other (please specify)	☐	☐	☐	☐
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.
Name (Please print):

Signature:	Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Relevant tertiary qualifications in engineering, environmental sciences, water resources management, water sensitive urban design or a related field or lesser formal qualifications with extensive relevant integrated water management (IWM) experience.
2. Strong understanding of the water cycle and IWM opportunities, technologies and design solutions to prioritise solutions for a growth area Council in the context of climate change.
3. Demonstrated ability to develop, coordinate, implement and evaluate environmental strategies, policies and guidelines relating to integrated water management.
4. Demonstrated skills in successful IWM project management including leading cross-Council project teams and influencing outcomes as a project sponsor.
5. Demonstrated understanding of integrated water management and opportunities to improve resilience to climate change in relation to Council operations and community activities.
6. Demonstrated ability to gain cooperation and assistance from colleagues and external stakeholders and embed organisational change.
7. Highly developed written, verbal, liaison and other communication skills, including demonstrated ability to prepare reports, briefings, submissions and relevant correspondence.
8. Current Driver's licence.