

# POSITION DESCRIPTION

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<b>Position Title:</b>	Manager Water and Wastewater
<b>Position Number/s:</b>	INF-120
<b>Employment Type:</b>	Executive Contract
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

The Manager Water and Wastewater is responsible for providing strong, decisive leadership, guidance and support to the Water and Wastewater Unit in relation to Water and Wastewater Infrastructure planning and maintenance, water treatment and reticulation services to ensure Council has a professional Water and Wastewater portfolio. The position provides high level support to the Executive Manager as well as the Executive Leadership Team as a whole.

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Executive Manager Infrastructure Services
<b>Directly supervises:</b>	Senior Officer Water & Wastewater, Reticulation Coordinator, Water Compliance Officer, Administration Officer, Electrical & Mechanical Team Leader

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Provide leadership, guidance, support, advice and direction to Council in the following service areas:
  - Water and Wastewater Infrastructure Planning
  - Water and Wastewater Infrastructure Maintenance
  - Water and Wastewater Treatment
  - Reticulation Services
2. Operationally manage efficient, effective, customer focused delivery of the services of the Water and Wastewater Unit.
3. Deliver high quality customer and community service including effective community and customer consultation, developing a clear understanding of community and customer needs and emerging issues.
4. Lead the Water and Wastewater Unit and contribute to Directorate and Council-wide strategic management including strategic and operational planning, organisational and Directorate performance frameworks, and the development of appropriate policies and systems.
5. Develop the Water and Wastewater Unit's business plan setting priorities and performance standards aligned to Council, community and customer needs.
6. Positively manage change and continuous improvement within the Water and Wastewater Unit in the pursuit of innovation and creativity and excellence in service delivery.
7. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
8. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.

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9. Represent and promote the Water and Wastewater Unit, Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
10. Model the highest standards of personal and professional conduct and Council values and behaviours.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### Leadership:

Successful experience in providing strong, decisive leadership and management of one or more of the following:

- Water and Wastewater Infrastructure Planning
- Water and Wastewater Infrastructure Maintenance
- Water Treatment
- Reticulation

Participate as an active member of Council's Management Leadership Team (MLT).

### Strategic Management:

Experience in (or ability to develop capability) developing an Organisational Unit and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.

### Change Management:

Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.

### Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.

### Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

### Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

### Representing Council:

Experience in (or ability to capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government and broader environment and build and maintain positive working relationships.

### Time Management:

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

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**Financial Management:**

Prepare or provide input into the development of the Water and Wastewater Unit budget. Monitor and advise the Executive Manager on progress against budgetary expenditure in areas of financial responsibility.

**Records Management:**

Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised record keeping system.

**Qualifications, Training and Development:**

Qualifications and development demonstrably relevant to the functions and activities of the Water and Wastewater Unit will be highly regarded.

**PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

This position is primarily an indoor role and requires sufficient physical ability to work in an office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone. May be required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying. This position may require the incumbent to undertake periodic field visits. This position may be required travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

**POSITION DESCRIPTION AUTHORISATION**

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Executive Manager:** \_\_\_\_\_  
(Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_  
(Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**POSITION ACCEPTANCE**

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_  
(Name)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_