

Position description

Position title:	Water Quality Coordinator
Group:	Operations
Reports to:	Group Manager Operations
Reports:	Direct: 1 Indirect: 0
Status:	Permanent Full-time
On call roster	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Salary grade:	14
Position code and WAP:	WQE / 395
Location:	Gallans Road, Ballina

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

Primary purpose of the position

To manage councils Drinking Water Quality Management System (DWMS) in accordance with the Australian Drinking Water Guidelines (ADWG) including water quality monitoring programs to ensure drinking water quality delivered to customers is of the highest standard. To undertake technical investigations and projects for a range of water supply infrastructure matters, including implementation of projects.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Manage councils DWMS with the principles detailed in the ADWG including audits, preparation of risk assessments, critical and quality control points, incident management response documentation etc.
- Review data and articulate risks to the business, providing technical input to support water quality compliance with the ADWG and collating data and preparing monthly statistical and written reports for internal and external stakeholders.
- Project management and minor works programs to support the operations group – includes preparation of briefs, specifications and commercial documentation for the letting of quotations and tenders (eg external laboratory services and various operational programs).
- Drive the creation of data management and analysis tools to manage council's Drinking Water Management System to ensure accuracy and ease of reporting.
- Manage the implementation of water quality monitoring, including overseeing the sampling program for drinking water, external/internal laboratories, and data management.
- Prepare applications for permits and approvals to undertake flood mitigation projects with potential water quality impacts.
- Engage proactively with key stakeholders including constituent councils, customers and regulators responding to incidents or requests relating to water quality data.
- Work collaboratively within the Operations Team in achieving Operational and Delivery Plan objectives.
- Ensure works comply with safety, environment, and quality systems and relevant policies, procedures and practices.

Key challenges

- Management of a wide range of projects and programs across multiple disciplines (capital works, engineering, science, laboratory, administration, bulk water) with competing priorities.
- Management of drinking water quality programs with strict timeframes and reporting requirements
- External contract management of consultants, contractors and laboratories (including data input, coordination and cleansing across multiple platforms),

Work Health and Safety responsibilities

- Promote a health and safety culture in the organisation, and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues. • Identify, discuss, and plan for emerging issues and negotiate outcomes • Provide technical advice and support in delivery of Council’s programs and projects
	Leadership team and key staff	<ul style="list-style-type: none"> • Provide support for innovative solutions to ensure compliance with Drinking Water Management System and budget commitments • Share and transfer specialist knowledge, expertise, and skills
	Team members	<ul style="list-style-type: none"> • Provide clear information for field staff on sample management • Participate in discussions regarding key aspects of asset operations, maintenance, renewal and construction • Provide technical assistance on managing water quality • Work effectively as part of the team
	Internal stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with other staff to collaborate and achieve operational efficiency and effectiveness. • Identify and provide advice on new or changing operational requirements

	Who	Why
External	Key external stakeholders	<ul style="list-style-type: none"> • Develop and maintain strong working relationships with external stakeholders with open channels of communications to provide for the exchange of information on the delivery and progress of works, as required • Provide helpful and friendly advice to customers in accordance with agreed service standards • Develop and maintain effective working relationships with constituent councils, Council customers and floodplain stakeholders to improve or maintain relationships and achieve desired outcomes • Maintain awareness of other activities within the infrastructure network which may affect Council's activities.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name)

(Signature)

(Date)

Selection criteria

- Degree in Civil or Environmental Engineering, Environmental Science, or technically related science discipline including contemporary experience.
- Knowledge of water industry principles and practices, water treatment, and chemical dosing processes
- Advanced capability in data analytics, including coordinating data across multiple platforms
- Ability to effectively interpret the results of laboratory analyses, real-time SCADA data and other data sets, including verbal and written communication to key stakeholders of risks and opportunities to improve asset performance or address asset deficiencies
- Well organised with a high skill level in the provision of technical communication (verbal and written)
- Experience with contractor and project management, including QA compliance
- Experience with sampling techniques, laboratory analysis and general laboratory operations associated with water quality and treatment is advantageous.
- Knowledge and understanding of roles and responsibilities under the *WHS Act 2011*.

Licences/tickets:

- Driver Licence – Class C
- General construction Induction (CIC – White Card) NSW

Essential credentials

Qualifications		Skill Step required
2547	Bachelor's degree in science or Engineering (and relevant industry experience)	Entry
Licences / tickets		
1292	Driver Licence – Class C	Entry
2125	Completion of Council's Employee Induction Training	Entry
2609	Code of Conduct Training Online	Entry
2680	Cultural Awareness Training	Entry
1805	Construction Induction Certificate (White Card)	Entry
Vaccinations		
2328	Tetanus	Entry
2329	Hepatitis A	Entry
2330	Hepatitis B	Entry

Skill step progression plan

Entry Level	
1001	• Must have 100% of entry level skills.
2582	Undertake procurement in accordance with Council policies and delegation.
2256	Well-developed time management skills with the ability to identify priorities, plan and organise own work to meet expected timeframes.
1593	Demonstrated experience in project management.
1084	Demonstrated ability to develop and monitor budgets within areas of responsibility
1359	Demonstrated experience in water treatment, or distribution facilities or similar role
1742	Use advanced software features, Telemetry
1267	Demonstrated ability to use computerized information and control systems
2194	Demonstrated ability to communicate and relate technical information appropriately to your target audience

Skill Step 1	
1001 1451	<ul style="list-style-type: none"> Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
2572	Demonstrated ability to prioritise and achieve milestones within allocated time frames, both individually and in small teams.
2596	Demonstrated knowledge and compliance with safe manual handling skills
2629	Demonstrated ability to deliver projects on time and budget whilst ensuring quality, safety and environmental outcomes are met.
2322	Demonstrated knowledge of Council's water sources, treatment infrastructure locations, systems and technologies and their operational requirements.
1264	Demonstrated ability to develop and document technical specifications and procedures
Skill Step 2	
1001 1002 1452	<ul style="list-style-type: none"> Must have 100% of entry level skills + 100% of Skill Step 1+ Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.
2300	Demonstrated ability to manage multiple projects and ensure project outcomes are achieved in accordance with project plans
2163	Demonstrated ability to prepare and deliver formal presentations to Senior Management on water operations related issues
2627	Demonstrated ability to develop concept level projects to a detailed, fit for purpose specification and deliver with limited supervision.
1532	Demonstrated plan interpretation skills
Skill Step 3	
1001 1003 1453	<ul style="list-style-type: none"> Must have 100% of entry level skills + 100% of skills step 1+2 Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
2646	Demonstrated ability to source equipment using Council's purchasing system in accordance with Council policies and delegations.
1740	Demonstrated ability to prepare technical specifications and procedures in a timely manner
1742	Use advanced software features, Telemetry
1664	Understand the risk assessment process and complete risk assessments
Skill Step 4	
1737	To be determined in consultation with your supervisor, subject to approval by the General Manager.