***Wentworth***

**Serving our community**

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| Position Description – Senior Water and Waste Water Engineer |  |

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| **Directorate**  |  **Roads and Engineering** |
| **Location**  |  **Wentworth** |
| **Classification/Grade/Band** |  **PS3 3** |
| **Position Code** |  **R2021/36** |
| **Date position description approved** |  **Jan 2020**  |

# **Council overview**

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas.

Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed.

The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

**Senior Water & Waste Water Engineer**

**Primary Purpose of the position**

* Manage Council’s Capital Works Projects, in accordance with Council policies, appropriate industry standards and Council plans.
* Contribute to achieving the overall strategic objectives of Council as defined in Council's goals, policies, priorities and programs.
* Provide technical and strategic advice to ensure the successful delivery of the daily operations of the Water and Waste Water Unit to ensure compliance levels are within acceptable standards and strive to meet best practice.

**Duties**

* Effectively and efficiently co-ordinate and deliver Council's Capital Works program and maintenance programs, while providing professional advice and project management where required within the scope of the position.
* Prepare contract documentation including design and specifications for capital works.
* Provide project management expertise in the planning, development, and construction phases of determined Council projects.
* Provide professional assessment of water and waste water plans for both internal and external works, including sub divisions and future growth
* Actively participate in the development of the Annual Works Program and Five Year Programs.
* Develop, implement, monitor and review quality control plans and strategic plans.
* Deliver water and waste water services in accordance with Council policies and industry standards.
* Provide professional water and wastewater engineering expertise to a variety of stakeholders.
* Prepare and monitor operational and capital works budgets and expenditure within scope of the position.
* Co-ordination of documentation, statistical information and other data that may be required by State or Federal Government Departments (EPA, OWE etc).
* Assist in the production of reports to a standard consistent with Council's requirements.
* Hold regular staff meetings and provide effective internal and external communication.
* Prepare reports and presentations to be delivered at Council meetings and other public forums
* Foster effective relationships with the public to maintain and enhance the image of the Council within the community.
* Identify the training needs of the staff within the section, recommending an appropriate staff training program to the Director.
* Carry out other duties as directed within the scope, skill and competence level of the position and employee.
* Undertake all identified training requirements associated with the position.

# **Key selection criteria**

* Degree in Engineering and a minimum five years’ experience in the water and sewer industry.
* Extensive understanding and technical knowledge of water and sewer operations and infrastructure.
* Demonstrated ability to effectively plan and organise to deliver identified outcomes within strict deadlines and competing priorities.
* Demonstrated ability to write reports and present information to a diverse audience.
* Superior communication skills, both verbal and written, with a customer service focus.
* Sound facilitation, conflict management, negotiation and problem solving skills.
* Demonstrated experience in project planning and delivery from concept through to implementation.
* Demonstrated experience in leading, managing and motivating staff.
* Hold and maintain a current a current drivers licence.
* Construction Induction Card

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework |
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| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Advanced |
| **Display Resilience and Adaptability** | **Advanced** |
| Act with Integrity | Advanced |
| Demonstrate Accountability | Advanced |
| **Relationships** | Communicate and Engage | Highly Advanced |
| Community and Customer Focus | Advanced |
| Work Collaboratively | Advanced |
| **Influence and Negotiate** | **Highly Advanced** |
| **Results** | Plan and Prioritise | Highly Advanced |
| Think and Solve Problems | Highly Advanced |
| Create and Innovate | Advanced |
| **Deliver Results** | **Highly Advanced** |
| **Resources** | Finance | Advanced |
| **Assets and Tools** | **Highly Advanced** |
| Technology and Information | Advanced |
| Procurement and Contracts | Advanced |
| **Workforce Leadership** | Manage and Develop People | Advanced |
| **Inspire Direction and Purpose** | **Advanced** |
| Optimise Workforce Contribution | Adept |
| Lead and Manage Change | Adept |

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework |
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| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Display resilience and adaptability  | Advanced | * Is flexible and readily adjusts own style and approach to suit the situation
* Adjusts tactics or priorities in response to changes in the organisational environment
* Gives frank, honest advice, even in the face of strong, contrary views
* Accepts criticism of own ideas and responds in a thoughtful and considered way
* Welcomes challenging and persists in raising and working through difficult issues
* Shows composure and decisiveness in dealing with difficult and controversial issues
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| **Relationships**Influence and negotiate  | Highly Advanced | * Credibly promotes the organisations position in the community, region and sector
* Builds and maintains a wide network of professional relationships outside the organisation
* Obtains the commitment of key stakeholders to major projects and ensures ongoing communication
* Uses understanding of decision-making processes and networks to determine the organisations bargaining strategy
* Uses sound evidenced-based arguments supported by expert opinion to influence outcomes
* Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution
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| **Results**Deliver Results | Highly Advanced | * Creates a culture of achievement by setting stretch goals and high expectations for self and others
* Shares leadership responsibility and decision making authority, where possible
* Drives organisational activity in an environment of ongoing change and uncertainty
* Identifies and removes potential hurdles to achievement of sustainable outcomes
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| **Resources**Assets and Tools | Highly Advanced | * Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan
* Ensures effective governance of the allocation, maintenance and investment in assets and tools
* Promotes the role of councils as custodians of community assets
* Actively pursues asset risk minimisation strategies, plans and outcomes
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| **Workforce Leadership**Inspire Direction and Purpose | Advanced | * Translates organisational vision and strategy into operational goals to help staff understand their own contribution
* Builds a shared sense of purpose through involving people in defining priorities and cascading goals
* Regularly communicates progress against business unit and organisational goals
* Creates opportunities for recognising and celebrating high performance at the individual and team level.
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