

# Take the plunge.



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just a step from the coast.

Wastewater & Sustainability Officer  
0.6 FTE 12 month contract

Position Description



**WESTERNPORT**  
WATER.

Hours  
that  
work  
for  
you.



TITLE

# Wastewater & Sustainability Officer 0.6 FTE 12 month contract

BAND

5 (\$68,850 to \$87,721 pro rata)

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LOCATION

Newhaven Head Office, Phillip Island

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DEPARTMENT

Environment & Product Performance

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DIVISION

Assets & Operations

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REPORTS TO

Manager Environment & Product Performance

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DIRECT REPORTS

Nil

POSITION OBJECTIVE

Wastewater & Sustainability Officer will lead reuse, irrigation, wastewater discharge, biosolids, integrated water planning, farm management and wastewater quality management strategies, plans, and performance to ensure adherence to regulatory and technical standards.

## KEY RESPONSIBILITY AREAS

- Ensure compliance with regulatory requirements in the delivery of recycled water, onsite reuse/ irrigation, wastewater discharge, biosolids, integrated water planning, farm management and wastewater quality management.
- Provide assistance, technical support and expertise in recycled water, onsite reuse & irrigation, wastewater discharge, biosolids, integrated water planning, farm management and wastewater/ recycled water quality management to the Corporation and the wider community.
- Conduct research and analysis of the recycled water, onsite reuse/ irrigation, wastewater discharge, biosolids, integrated water planning, farm management and wastewater/recycled water quality management to ensure the Corporation moves beyond compliance and meets industry leading practice.
- Respond to customer wastewater /recycled water quality complaints as advised, conduct investigations and make recommendations for corrective actions.
- Provide support to the Corporation to conduct water and recycled water/wastewater sampling and basic analysis in accordance with the appropriate standards.
- Ensure wastewater/recycled water quality and risk management policy, procedures and sampling programs plans and databases are implemented and maintained to meet the requirements of the Corporation's EPA licence and other regulatory requirements.
- Represent the Corporation on external matters (such as matters reporting and follow up of non-conformances and associated remedial actions) related to recycled water, onsite reuse/ irrigation, wastewater discharge, biosolids, integrated water planning, farm management and wastewater quality management including liaison with government agencies, and other water corporations, undertaking customer liaison and contributing to emergency management activities as required.
- Assist with the development of environmental and product quality strategies, plans and performance to optimise the sustainable expansion and augmentation of the Corporation's water, recycled water and gas systems.
- Review environmental and product quality compliance incidents, participate in investigations and oversee the implementation of recommended actions.
- Assist with the Corporation's Environment Management System (EMS), AMS and development & implementation of key strategic documents in accordance with the relevant accredited standards and regulatory direction.
- Lead ongoing environmental and product quality compliance with our Statement of Obligations (SoO) and in line with the Compliance Management Framework.
- Provide appropriate, adequate and timely information and reporting regarding environmental sustainability and product performance for the Executive, Board and other regulatory requirements.
- Lead and implement a "safety first culture", and adherence to the Westernport Water's Occupational Health and Safety, Environmental Management and Asset Management Systems.

An underwater photograph showing several people swimming in clear, blue-green water. The scene is captured from an overhead perspective, with sunlight filtering through the water, creating a dappled light effect. The swimmers are silhouetted against the lighter water, and their movements are captured in various stages of a stroke. The overall mood is serene and active.

Enjoy  
a new  
kind  
of peak  
hour.

## REQUIREMENTS OF THE POSITION

### Key Selection Criteria

Tertiary Qualifications in Environmental Science, Chemical Engineering (process), Civil Engineering or Environmental Engineering.

The ability to provide specialist advice on recycled water, environmental legislation, standards and regulation, wastewater risks, integrated water management, and energy management.

Experience in management of environment, sustainability and/or product quality within the water sector.

Excellent communication skills and demonstrated high level ability to work collaboratively as a part of a team to achieve team goals and targets.

The ability to prepare complex written reports, strategies, policy and procedures, including analysis and monitoring of data and sampling results.

Demonstrated experience in responding to customer complaints, undertaking complex investigations of incidents and hazards and presentation of findings and solutions to management.

Experience in the coordination of activities to ensure all environment, recycled water and land and farm regulatory requirements are met.

### Qualifications and Experience

The candidate is required to have a tertiary qualification in Environmental Science, Natural Resource Management, Chemical Engineering (Process), Civil Engineering or Environmental Engineering.

Substantial experience in environmental, sustainability and product management within the Water Industry.

A current driver's licence suitable for Victoria.

### Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific goals/objectives and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.

Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and other employees within their own organisation to resolve intra-organisational problems.

## REQUIREMENTS OF THE POSITION

### Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider Corporation.

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this band would have an input into policy development within their area of expertise and/or management.

### Judgement and decision making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the Corporation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

### Specialist knowledge and skills

Input into budgeting and resourcing the group based on projected workloads and system needs.

These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.



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**WESTERNPORT**  
WATER.