



1. **TITLE:** WASTEWATER QUALITY OFFICER

2. **CLASSIFICATION:** BROADBAND 5

3. **DEPARTMENT:** RISK & REGULATION

4. **POSITION OBJECTIVES:**

**4.1. Objectives of Position:**

The Wastewater Quality Officer shall be responsible for ensuring that the corporation fulfils its wastewater regulatory obligations. The position will:

- 4.1.1. Conduct research and analysis of the corporation's wastewater quality inclusive of its recycled water schemes to ensure the corporation moves beyond compliance and meets "best practice" industry standard;
- 4.1.2. Ensure compliance with regulatory requirements in the delivery to end users of Class A water, including collation of data, sampling and monitoring programs;
- 4.1.3. Provide assistance, technical support and expertise in wastewater quality to other areas of the corporation;
- 4.1.4. Support the Environment & Sustainability Coordinator in the implementation of the Environmental Management System (EMS).

**4.2. Within the Organisation:**

- 4.2.1. Provide accurate, timely and effective technical support and advice relating to environmental issues and performance of wastewater quality;
- 4.2.2. Review and investigate environmental incidents and assist with the development of corrective actions as required;
- 4.2.3. Contribute to emergency management activities as required.

5. **KEY RESPONSIBILITIES:**

**5.1. Regulatory Compliance**

- 5.1.1. Assist with the development of programs to reduce the impacts on beneficial uses of the environment as a result of the corporations' wastewater operations;
- 5.1.2. Analyse and interpret wastewater monitoring data and performance information from SCADA and other data capturing mechanisms ensuring:
  - Data validation and management;
  - Environmental impacts and aspects status;
  - Legal compliance status; and
  - Environment and sustainability performance.
- 5.1.3. Provide advice to operational staff on environmental issues associated with the corporation's wastewater operations.

**5.2. Regulatory Reporting**

- 5.2.1. Provide assistance to the Environment & Sustainability Coordinator in preparing and submitting reports to various regulators to ensure compliance with the statutory requirements of those regulators and the corporation's EPA licence;
- 5.2.2. Create performance reports on the environmental performance;
- 5.2.3. Develop programs to assess and determine the environmental impact of wastewater activities and compliance with relevant legislation; and
- 5.2.4. Respond to wastewater quality non-compliance issues in accordance with the corporations' management systems, policy and procedures and EPA licence.

**5.3. Compliance Monitoring and Auditing**

- 5.3.1. Undertake audit functions related to the corporations Environment, Work Health & Safety and Water Wastewater Quality Systems;
- 5.3.2. Provide support to the corporation to conduct water and wastewater sampling and basic analysis in accordance with the appropriate standards; and
- 5.3.3. Monitor the corporation's operating performance and compliance against performance targets for wastewater quality.

**5.4. Policy and Procedures**

- 5.4.1. Maintain environmental and wastewater quality procedures consistent with changes in policy and/or legislation; and
- 5.4.2. Assist with the development and review of the Wastewater Risk Management Plan.

**6. ORGANISATIONAL RELATIONSHIPS:**

- 6.1. Reports to the Environment and Sustainability Coordinator;
- 6.2. The Wastewater Quality Officer will be required to present information to internal and external stakeholders ensuring environmental technical concepts (based on sound research and analysis and environmental risks) are understood;
- 6.3. Liaise with corporation staff in providing assistance and support in the implementation and operation of the EMS and sustainability programs;
- 6.4. Interact with the corporations' customers on issues relating to wastewater quality;
- 6.5. Provide reports to the Risk & Regulation department, Executive Management Team (EMT) and other corporation personnel as required on environmental performance and trends; and
- 6.6. Participate in relevant industry network groups.

**7. ACCOUNTABILITY & EXTENT OF AUTHORITY:**

- 7.1. The extent of authority for this position is limited by policies, procedures and standards, the content of this position description and assigned tasks; and
- 7.2. Perform duties in accordance with the corporation's Instrument of Delegation.

**8. JUDGEMENT & DECISION MAKING:**

This is a specialised professional role and requires the incumbent to draw upon their knowledge and expertise to ensure compliance with complex legislation and polices relevant to the management of the corporations wastewater performance and delivery of Class A recycled water.

The incumbent is expected to:

- 8.1. Interpret, make recommendations and/or implement changes in legislation to the corporation's policy and procedures to ensure ongoing compliance;
- 8.2. Make recommendations for operational and procedural decision making regarding wastewater compliance;
- 8.3. Exercise own judgment in the analysis and interpretation of data and in the presentation of recommendations and reports; and
- 8.4. Provide recommendations to complex problems including statutory advice, strategic direction and implement agreed action plans on wastewater management.

**9. SPECIALIST KNOWLEDGE AND SKILLS:**

**Essential**

- 9.1. Knowledge of wastewater compliance and legislation, regulations, standards and codes of practice relating to the safe delivery of recycled water (including Class A);
- 9.2. Knowledge of environmental management systems to ISO 14001 & 14004 standards;
- 9.3. Practical knowledge of Environment & Sustainability legislation, regulations, standard and codes of practice;
- 9.4. Developed MS office suite of products;
- 9.5. Ability to interpret and analyse data and information; and
- 9.6. Ability to consult, and communicate with, a variety of stakeholder groups on observations drawn from data interpretation and analysis.

**Desirable**

- 9.7. Ability to manage technical projects and apply scientific principles and expertise to environmental management within the water industry;
- 9.8. Ability to conduct water and wastewater sampling and basic analysis; and
- 9.9. Well-developed analytical, research and conceptual skills.

**10. MANAGEMENT SKILLS:**

- 10.1. Ability to manage own work load, set priorities, plan and organise one's own work whilst dealing with conflicting business priorities;
- 10.2. Ability to execute plans to achieve business goals and objectives; and
- 10.3. Ability to influence internal and external stakeholders.

**11. INTERPERSONAL SKILLS:**

- 11.1. Developed communication skills to enable:
  - Clear and concise explanation of technical matters to individuals, groups and corporation staff;
  - Drafting of reports, correspondence and procedures and work instructions.
- 11.2. Ability to work as an effective member of a team to maximise the effectiveness and efficiency of that team; and
- 11.3. Ability to gain the co-operation and assistance from information sources and other external organisations and/or agencies.

**12. QUALIFICATIONS AND EXPERIENCE:**

- 12.1. A degree in Environmental Science or Engineering discipline or specialist qualifications in environmental or natural resources management;
- 12.2. Experience in environment and sustainability management, ideally in the water industry;
- 12.3. Experience in auditing or RABQSA certification would be highly regarded; and
- 12.4. Experience in undertaking environmental assessments and implementation of mitigation strategies.

**13. TRAINING:**

- 13.1. Training will be provided for the use of the corporations' business systems and formal industry related training via short courses;
- 13.2. Participation in industry network groups as appropriate; and
- 13.3. Training in the corporation's OH&S, risk management, emergency and performance management systems will be provided.

**14. KEY SELECTION CRITERIA:**

- 14.1. Demonstrated knowledge of wastewater management, recycled water schemes, environmental management systems and sustainability principles;
- 14.2. Ability to provides specialised environmental support to the organisation;
- 14.3. Hold an appropriate degree or have extensive experience in a similar role;
- 14.4. Ability to analyse and interpret technical data and prepare written reports, instructions and procedures;
- 14.5. An understanding of the application of risk management principles in environmental management;
- 14.6. Proven ability to meet deadlines, planning and prioritisation of tasks; and
- 14.7. Ability to work in a continuous improvement environment.

**15. STANDARD CLAUSES:**

- 15.1. To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 15.2. To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk.
- 15.3. To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative.
- 15.4. To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.
- 15.5. To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- 15.6. To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.

Prepared by: Peter Winterburn  
General Manager Risk & Regulation

Signed..... 29/3/2012

Approved by: Murray Jackson  
Managing Director

Signed..... 29/3/2012