

Information Pack



Urban Water Assessment Officer

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not regarded as a response; your application will be regarded as incomplete and it will not proceed.

Applications must be received by **4pm, Friday 5 November 2021**.

Your application must be lodged online – <https://rockingham.bigredsky.com/page.php?pageID=106>



Employment Conditions

Location	Administration Building, Rockingham
Agreement	City of Rockingham Enterprise Agreement 2018, or its successor
Salary	\$93,738 per annum
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off).
Superannuation	11% plus additional superannuation of up to 14.5% based on personal contributions
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in WA
Probationary Period	A three month probationary period applies to this position
Pre-employment Medical	Candidates will need to complete a health self-assessment as part of the selection process and will be required to participate in a pre-employment medical examination and drug and alcohol screening before an offer of employment is made
National Police Certificate	<p>A National Police Check is required prior to an offer of employment being made. You will be guided through this online process by a member of the Human Resource Development team. The cost of this check is met by the City.</p> <p>Please note that a prior conviction is not an automatic barrier to employment with the City. The Director will determine each case on its merits and give final approval of any appointment.</p>

Position Description

Title:	Urban Water Assessment Officer
Tenure:	Permanent, Full-time
Division:	Planning and Development Services
Level:	Seven

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



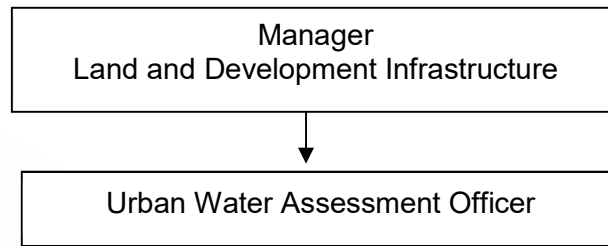
Position Objectives

- Provide specialised input into the statutory and strategic planning processes to positively contribute to land development in the City.
 - Assess drainage proposals and the hydrological implications related to the development of integrated catchment management systems for land development.
 - Provide technical advice on sustainable drainage design and modelling as it relates to Water Sensitive Urban Design principles.
 - Ensure the City's development objectives are innovative and align with best practice planning outcomes.
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Organisational Relationships

Reporting to:	Manager Land and Development Infrastructure
Responsible for:	Nil
Membership of:	Land and Development Infrastructure Team
Liaison with:	Managers, Coordinators, City of Rockingham Teams, stakeholders and clients.

Organisational Chart



Key Responsibilities

Professional Responsibilities

Ensure a combined approach to the Planning and Development Services assessment of District, Local and Urban Water Management Plans.

Assess and approve conceptual and detailed stormwater management plans, at regional, local and estate levels, inclusive of a detailed assessment of catchment, infiltration modelling, floodplain management, groundwater management, water quality and nutrient management structures and water sustainability and efficiency measures.

Provide technical input into retrofit projects for Water Sensitive Urban Design, including opportunities to enhance local drainage features.

Keep abreast and report on new initiatives and policies on federal, state and local matters related to integrated water management.

Establish, foster and maintain productive networks and relationships across all teams within the City.

Customer Service

Foster, advocate and implement the City's Customer Service Charter.

Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation.

Corporate Compliance

Maintain safe and compliant work practices in accordance with Occupational Safety and Health legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures.

Identify and report on operational risk in accordance with the Risk Management Framework.

Demonstrate a commitment to workplace health and safety and the assessment/management of safety risk that is consistent with the OSH Roles and Responsibilities Framework.

General

Communicate with a wide range of external stakeholders about stormwater and groundwater management and reach negotiated outcomes.

Perform other duties as directed when appropriate to the scope and level of this position.

Requirements of the Job

Skills and Knowledge

Highly developed written and verbal communication skills.
Well developed decision making and interpersonal skills.
Well developed time management and organisational skills.
Extensive knowledge of the preparation and review of Urban Water Management Plans and Better Urban Water Management process.
Comprehensive knowledge of sustainability principles and environmental best practice and management.
Comprehensive knowledge of groundwater monitoring and reporting.
Sound understanding of West Australian strategic and statutory town planning processes.
Sound understanding of bushland and wetland conservation principles.

Experience

Relevant experience in regulatory principles related to stormwater treatment at local, state or federal level.
Hydrological and hydraulic modelling capability using XP-STORM.
Experience reviewing groundwater models.
Experience working with the development industry.
Extensive experience of Local and State Government policy and legislation pertaining to urban water management and drainage engineering standards.
Demonstrated experience in implementing best management practices for Water Sensitive Urban Design and sustainability.
Experience working with regional stakeholders including the Department of Water and Environmental Regulation.

Qualifications, Certification and Licences

Essential

Degree in Hydrogeology, Environmental Science or equivalent
Current 'C' Class Driver's Licence

Scope of Authority

The Urban Water Assessment Officer:

- Works under limited direction of the Manager Land and Development Infrastructure.
- Prioritises own work to ensure all tasks are performed in accordance with statutory framework.
- Exercises initiative and/or judgment within clearly established procedures and guidelines.

Certification

Approved by	Director Planning and Development Services		
Number of pages	Three	Date reviewed	October 2021

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the relevant information you provide in your application.

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	<p>This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.</p> <p>You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.</p> <p>It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.</p>
Selection Criteria (Required)	<p>The selection criteria relevant to this role are specified in the advertisement and also set out in the application questions when you apply. You must address these as part of your application.</p> <p>If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.</p>
Covering Letter (Optional)	<p>You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.</p>
Referees	<p>Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.</p> <p>Provide names, work addresses and contact telephone numbers of referees.</p> <p>Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.</p>
Qualifications, Certificates, References, etc.	<p>Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.</p> <p>If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.</p>
If you have any queries	<p>Please contact a member of the Human Resource Development Team.</p> <p>jobs@rockingham.wa.gov.au</p> <p>(08) 9528 0471</p>