



INFORMATION PACKAGE

POSITIONS VACANT

WATER & SEWER ENGINEERS x 2 **(Young, permanent, full-time)**

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Thank you for enquiring about this position. After reading the information package, should you require further information about this opportunity, please contact Council's Manager Water & Sewer, Kazi Mahmud, on 1300 445 586.

Applications may be e-mailed to hr@hilltops.nsw.gov.au or mailed to:

The General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594



Position Description

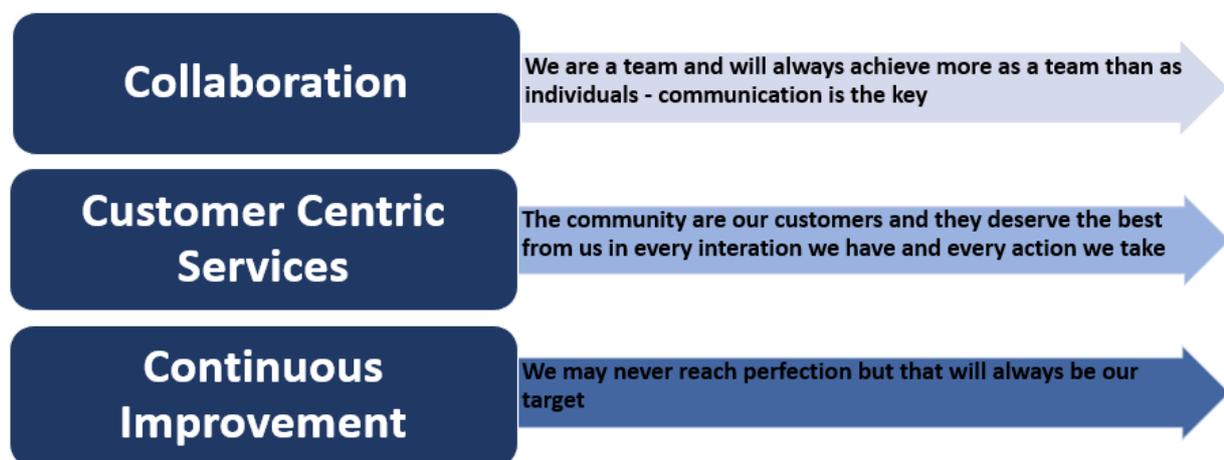
Water & Sewer Engineer

Directorate:	Infrastructure
Location:	Hilltops Region
Reports to:	Manager Water & Sewer
Award band/level:	Professional/Specialist Band 3 Level 2
Grade range:	9 – 11 (Hilltops Council Salary System)
Conditions of employment:	Permanent, full-time, 70-hour nine-day fortnight Local Government (State) Award 2020 10% Employer Superannuation Guarantee Civil liability allowance 3.5% Potential market allowance of up to \$10,000 p.a.

Council overview

Hilltops is situated in the picturesque South-West Slopes of NSW, comprising the towns of Boorowa, Harden-Murrumburrah and Young and their surrounding villages, each with its distinctive character and rich history. Set amongst rolling hills, orchards, canola and wheat fields, just two hours' drive from Canberra and four hours from Sydney, we are a prime agricultural region, renowned for our award-winning food, wine, produce, wide open spaces and amazing sunsets. This is a great place to live, work and play and we offer a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

Council values



Primary purpose of the position

Our Water & Sewer Engineers assist in the management of Council's water & sewer operations, including: monitoring and managing the water & sewer headworks and reticulation operation, developing and managing in-house construction projects, managing contracts, liaising with regulatory authorities and undertaking investigations of water & sewer assets, and assisting in the development of both capital works programs and life-cycle models of operation maintenance, renewal and upgrades.

Key accountabilities

Within their area of responsibility, the incumbent in this role is required to:

- Provide professional engineering advice and develop specialised knowledge in relation to the following:
 - a) water and sewer reticulation operations (maintenance),
 - b) headworks operations,
 - c) reticulation construction,
 - d) strategy and planning,
 - e) investigation, design and preconstruction activities,
 - f) development assessment and asset management &
 - g) trade-waste operations.
- Monitor and review water and sewer infrastructure performance and reporting requirements to the regulatory authorities (EPA, NSW Health and DPI Water) and take necessary actions to assist in the development of Hilltops' capital works program for the Water & Sewer section.
- Track and manage project expenditure and assist with the preparation of budgets.
- Provide appropriate advice to ratepayers and other stakeholder requests, as guided by the Manager Water & Sewer, on subject matter related to the Water & Sewer section of Council.
- Actively co-operate with the Manager Water & Sewer to ensure activities related to safety, quality and environmental protection requirements are carried out on a day-to-day basis.
- Build positive relationships with staff and management at all levels, ensuring that staff are influenced to achieve expectations.
- Maintain a balance between external and internal communication expectations and maintain professionalism, with a view to achieving organisational objectives.
- Develop a life-cycle model for operation maintenance, renewal and upgrades.
- Be customer service oriented, keeping the customer and stakeholder as the focal point of all activities and actively strive to accommodate customer's needs and concerns.
- Promote Council's values, vision and strategic direction and strive for continuous improvement in all aspects of work.
- Implement Trade Waste & backflow prevention requirements for Council under guidance from the Manager Water & Sewer.
- Promote a team environment to achieve team and broader business objectives.
- Demonstrate a proactive approach to workplace health and safety requirements as relevant to the work of the team.
- Demonstrate drive and commitment to delivering high quality services to required standards.
- Undertake any duties requested that are within the skills and capabilities of a position at this level.

Essential criteria

1. Tertiary qualifications in a relevant engineering discipline.
2. Knowledge and experience in investigation, planning, design, construction and operation of Water & Sewer Infrastructure.
3. Experience in contract and project management utilising established systems for the delivery, co-ordination and management of operational/capital delivery work programs within the water & sewer industry.

4. Demonstrated ability to prepare contract documentation, tender specifications and the ability to monitor and manage a budget.
5. Well-developed analytical skills and demonstrated innovative and flexible approach to problem solve project requirements.
6. Experience and associated skills in the management of staff, consultants, contractors and both internal and external stakeholders.
7. Highly developed oral and written communication and interpersonal skills and proven ability to provide clear, well-constructed written and verbal advice.
8. High-level computer literacy and knowledge of Microsoft Office suite, GIS, Asset information and project databases.
9. Class C driver's licence as a minimum.

Desirable criteria

1. Postgraduate qualifications or experience in Project Management, Urban Planning, Water Supply or other related field.
2. Knowledge of Water Services Association Australia design and construction standards and other related legislation including: Local Government Act, Protection of Environmental Operations Act, Environmental Planning & Workplace Health & Safety legislation.
3. Previous experience working with telemetry systems.
4. WorkCover Construction Induction (Whitecard).

Limits of Authority

This position has delegations to act within regulations and Council policies and guidelines. The incumbent in this position will often make decisions by choosing the appropriate process or direction, with more complex problems referred to the Manager Water & Sewer.

Key Managerial Accountabilities

This position generally has no managerial accountabilities, but may be required to relieve the Manager Water & Sewer and manage contractors on occasion.

Organisational Accountabilities

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.

Customer Service	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of Council.
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Capabilities for the role

The Local Government Capability Framework (LGCF) 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 LGCF 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		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced

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

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation

Resources
Procurement and
Contracts

Advanced

- Ensures that organisational policy on procurement and contract management is implemented
 - Applies knowledge of procurement and contract management risks to decisions
 - Ensures others understand their obligations to manage and mitigate risks in procurement
 - Implements effective governance arrangements to monitor provider, supplier and contractor performance
 - Represents the organisation in resolving disputes with suppliers and contractors
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CONDITIONS OF EMPLOYMENT

Position	Water & Sewer Engineer
Award	<i>Local Government (State) Award 2020</i>
Award Band/Grade	Professional/Specialist Band 3 Level 2 Grades 9 to 11
Salary range	The salary range per week (plus 10% superannuation) is as follows: Grade 9 - \$1,421.50 to \$1,574.90 Grade 10 - \$1,499.34 to \$1,661.26 Grade 11 - \$1,577.25 to \$1,747.63
Allowances	Civil Liability Allowance 3.5%, potential for market allowance up to \$10,000 p.a.
Employment status	Permanent, full-time
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of work	70 hours per nine-day fortnight
Location	Young office, though this position can be requested to commence work from any of our work locations in the region (Harden or Boorowa) and maintain the usual starting time.
Leave entitlements	Four weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year. Three weeks sick leave on commencement, which includes provision for carers leave. Additional three weeks accumulated on each anniversary of appointment. Other leave provisions as per <i>Local Government (State) Award 2020</i> .

How to apply

If you are interested in applying for this position, please submit a full application, including the following to hr@hilltops.nsw.gov.au:

- Cover Letter,
- Statement Addressing Selection Criteria,
- and a copy of your Curriculum Vitae (résumé)

Please address applications to Kazi Mahmud, Manager Water & Sewer.