

POSITION DESCRIPTION – Regional Water Coordinator

POSITION DETAILS

Position Title	Regional Water Coordinator (WBBROC Water Alliance)
Employment Arrangements	Employment Contract (2 years)

POSITION OBJECTIVES

- To work in partnership with the WBBROC Water Alliance, WBBROC, the WBBROC Executive Officer, the Urban Water Technical Committee and other appropriate stakeholders to:-
 - ❖ Manage the WBBROC Water Alliance and the projects overseen by the Alliance
 - ❖ Manage and support the objectives of the WBBROC Water Alliance
 - ❖ In collaboration with key stakeholders, develop a regional position on water
 - ❖ Provide professional and strategic advice to the WBBROC Water Alliance
 - ❖ To provide leadership and support to the WBBROC Water Alliance and the Urban Water Technical Committee to foster teamwork and cooperation between Councils and other key stakeholders in the region on urban water related matters.
 - ❖ To achieve and document monetary savings through regional procurement and resource sharing of skills and utilise innovative approaches to the delivery of water and sewerage services in the region.

KEY RESPONSIBILITIES

- Facilitate the ongoing role and operation of the WBBROC Water Alliance
- Report to, and seek guidance from, WBBROC, the WBBROC Executive Officer and the WBBROC Water Alliance
- Develop a regional position on water that has the support of the Water Alliance and key stakeholders in the region
- Provide accurate, professional and timely strategic advice to WBBROC and the Water Alliance on urban water-related matters
- Develop and manage regional water and waste-water projects, including funding
- Promote the benefits of the Water Alliance with councils regionally and further afield
- Liaise with irrigation and economic development stakeholders to ensure a balanced approach to water in the region
- Work closely with the Urban Water Technical Committee (“The Technical Committee”) to ensure they provide clear and considered advice to WBBROC and the WBBROC Water Alliance

- Provide administrative support to the WBBROC Water Alliance, the Technical Committee and its sub-groups
- Any other duties as directed within the level of responsibility.

REPORTING ARRANGEMENTS

Reports to	WBBROC/Water Alliance Chairperson and WBBROC Executive Officer
Internal Liaison	WBBROC/Water Alliance stakeholders Urban Water Technical Committee and its sub-groups
External Liaison	State and Federal Government agencies

SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that the skills, knowledge, qualifications and experience criteria listed below and contained in this position description can be met.

- Relevant tertiary qualifications appropriate to the role.
- Extensive knowledge and experience of regional local government.
- Experience and background in water and waste-water matters, particularly as they relate to local government.
- Good project management skills
- Strong negotiation and influencing skills.
- Excellent written and oral communication skills.
- Proven ability to develop a co-operative team approach in order to effectively manage change.
- Demonstrated ability to manage time and set priorities to achieve a broad range of outcomes within broad parameters.

Please note: the successful applicant will need to have their own vehicle and a current Queensland Driver's Licence.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as the WBBROC Water Alliance and WBBROC's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Occupant:.....Date.....

Name: (please print).....

(To be signed by occupant upon appointment to position or amendment to Position Description)

Other matters related to the WBB Water Alliance Regional Coordinator role

TENURE OF THE ROLE

The role is dependent on continuing funding. Currently, funding is available until the end of the 2021/22 financial year. Ongoing funding after that time will be dependent on the needs and budget of the WBBROC Water Alliance.

In any circumstance, at least 6-weeks' notice of the cessation of funding will be provided to the incumbent wherever possible.

IMBURSEMENT

Payments made to the Regional Water Coordinator in the execution of their role are based on similar local government award rates. The role is funded for 21 hours per week, 52 weeks per annum with pro-rata of 4 weeks annual leave (\$63,723), plus 12% superannuation.

Mileage allowance will be provided for travel required for the role.

PART-TIME NATURE OF THE ROLE

The days and hours of work will be determined in collaboration with the Executive Officer and with reference to the Urban Water Technical Committee. The role will be for three days per week, and funding is available for a further 2 years.

APPLICATIONS

Application will close at 5pm on Monday, 22 June, 2020.

Applicants for the role should address the selection criteria listed above and send their application and resume, clearly marked to:

Joe Veraa, WBBROC Executive Officer

info@wbbroc.org.au

For further inquiries, please contact the WBBROC Executive Officer, Joe Veraa on telephone 0417 475 149 or by email to info@wbbroc.org.au