

# position description



11 McLachlan Street  
(PO Box 481)  
Horsham Victoria 3402

Tel: 1300 659 961

Fax: 03 5381 9881

Email: [info@gwmwater.org.au](mailto:info@gwmwater.org.au)

Website: [www.gwmwater.org.au](http://www.gwmwater.org.au)

Certified to best practice standards  
ISO 9001 / 14001 and AS/NZS 4801

**GROUP:** *Infrastructure*  
**DIVISION:** *Assets and Planning*  
**POSITION LOCATION:** *Horsham*  
**TITLE:** *Lead Engineer Planning*  
**CLASSIFICATION:** *Senior Officer*  
**POSITION NO:** *4303*  
**NAME OF JOB HOLDER:** *Vacant*

---

## ORGANISATIONAL CONTEXT

GWMWater has a responsibility to provide, manage, operate and protect water supply and sewerage systems for our community. Serving a region with a population of approximately 72,000 people, our activities cover some 62,000 km<sup>2</sup> which is about 25% of the State of Victoria.

We provide our urban towns with a secure water supply, with most areas supplied drinking (potable) water that meets the specifications of the *Safe Drinking Water Act 2003* and the *Safe Drinking Water Regulations 2015*. In a 'normal season', this involves delivery of around 10 gigalitres of water to approximately 31,000 urban properties in 71 towns.

Our wastewater services operate mainly in our larger towns which involves recycling 100% of water for watering sporting fields, parks and gardens, vineyards and agricultural uses.

We provide domestic and stock water services to 11,000 rural customers. A bulk water supply is also available to our rural customers, typically for intensive agricultural activities such as poultry farms, piggeries and commercial feedlots.

We are responsible for water resource management in our region, which includes surface water, groundwater, river diversions, and the support of key regional catchment and environmental management strategies.

Our groundwater bores supply 15 towns in the south east, south west and west of the supply area. We issue diversion licences from unregulated waterways, licences for farm dams and groundwater extraction licences through delegation from the Minister of Water.

We are also the nominated Resource Manager and Storage Manager on behalf of the Minister for Water and operate and control eight bulk water supply reservoirs which are an integral part of our water supply system. These reservoirs also provide opportunities for recreational activities such as camping, water skiing, swimming and boating.

## POSITION SUMMARY

The Lead Engineer Planning is responsible for leading the planning of renewal, upgrade and decommission of headworks, water, wastewater and rural infrastructure to maintain and improve services and assets.

The position ensures, thorough clear problem definition, risk assessment, technical analysis and stakeholder engagement in all planning phases of projects, the effective delivery of projects by the Project Delivery division and achievement of whole-of-business outcomes.

The position is responsible for ensuring that business systems and procedures are optimised and used to enable efficient planning, delivery and reporting of the capital works.

The position leads and is responsible for the performance and development of a team of engineers. In doing so, the position drives excellence in engineering, customer and people oriented outcomes, consistent with Corporate values and Strategic Directions.

---

### This position:

<b>Reports to:</b>	Manager Assets and Planning
<b>Supervises:</b>	Senior Engineer – Headworks Senior Planning Engineer(s) Project Engineer(s) Graduate Engineer(s)
<b>Internal relationships:</b>	<ul style="list-style-type: none"><li>• All functional business groups</li></ul>
<b>External relationships:</b>	<ul style="list-style-type: none"><li>• Local, regional and Government Agencies</li><li>• Other utilities and service providers</li><li>• Customers and general public</li><li>• Consultants and contractors</li><li>• Developers</li><li>• Suppliers</li></ul>

---

---

## **KEY RESPONSIBILITIES AND DUTIES**

1. Lead the planning of capital works with particular emphasis on identifying, prioritising and addressing risks through asset renewals, upgrades and decommissioning of headworks, water and wastewater assets.
2. In conjunction with stakeholders, develop a capital works program that is deliverable and facilitates effective and efficient delivery of the program of works without compromising service standards.
3. Complete detailed investigation of capital projects including option identification, evaluation and selection by utilising business systems and drawing on internal and external knowledge and expertise.
4. Develop, implement and improve project management systems to ensure development, delivery and reporting of projects in accordance with accepted project delivery practice and agreed timelines.
5. Identify and assist in resolving any communication and workflow problems observed by participating in the implementation of improvements and enhancements to existing systems and processes.
6. Identified and appropriately engaged internal and external customers and stakeholders in planning processes to achieve whole-of-business and customer driven outcomes.
7. Monitor budgets and delivery of capital works, throughout the life of the projects, and provide timely information in relation to the capital works program for inclusion in the Corporation's Corporate Plan and Pricing Submission.
8. Manage engineering input to statutory planning referrals and ensure all developments linked to GWMWater systems are designed to acceptable standards and responded to within the required timeframes.
9. Participate in lessons learnt workshops to identify improvements in workflow for the organisation and improve the delivery of projects.
10. Assist Divisional Planning processes including development of budgets, project plans and reporting.
11. Monitor and manage the performance and development of team members including training requirements, individual performance plans and annual reviews.

12. Demonstrate leadership to staff and key stakeholders by commitment to GWMWater's Strategic Directions and organisational values, and adherence to business systems and processes.
13. Undertake other duties and functions as directed, commensurate with current level of skills and classification.

## KEY SELECTION CRITERIA

### Qualifications, Knowledge, Experience and Skills (KS 8, 17, 21, 25)

#### Essential

- A degree in a relevant engineering discipline and demonstrated relevant experience
- Ability to deliver engineering services and manage multiple planning projects using project teams, contractors and consultants.
- Demonstrated knowledge of program and project management principles, procurement, contracting, quality, environment and safety systems
- Proven ability to communicate clearly and confidently, and effectively collaborate with staff, external organisations and customers.
- Demonstrated ability to lead and effectively contribute to project teams.
- Ability to be self-managed and work autonomously
- Ability to manage people and resources
- Well-developed computer skills with expertise in industry engineering applications
- Experience managing or supervising and developing teams
- Knowledge of strategic planning, project/contract management practices and procedures

#### Desirable

- Experience with water or wastewater engineering projects or services
- Postgraduate qualifications in water engineering, or management

### Attributes (Personal Qualities) (PQ 1, 5, 6, 8, 11)

- Conceptual and analytical ability
- Decisiveness
- Detail focus
- Drive and commitment
- Initiative and accountability

### Certificates, Licences and Registrations

- Current eligible motor vehicle licence to drive in Australia

---

## AUTHORISATION and APPROVAL

**PREPARED ON:** *January 2020*

**PREPARED BY:** *Nigel Binney*

**REVIEWED BY:** *Craig Turvey*

**APPROVED BY:** *Nalaka Vitharana*