

position description



GWMWater

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

GROUP: *Executive Services*
DIVISION: *Water Resources*
POSITION LOCATION: *Horsham*
TITLE: *Water Resources Officer*
CLASSIFICATION: *Band B (Prof)*
POSITION NO: *4208*
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 km² 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 Water Resources Officer is responsible for a diverse range of water resource matters spanning water diversions, licencing, compliance, farm dams, monitoring, investigation, technical assessments and reporting.

The incumbent is expected to provide advice to staff, licence holders, customers and the community in relation to matters associated with groundwater and surface water diversions, and associated licencing and compliance.

The Water Resources Officer will support a range of activities relating to GWMWater's water resource obligations and responsibilities under State and Commonwealth legislation.

All staff are required to comply with the quality, safety and environmental standards set out in the Corporate Management System.

Staff must ensure that all data is kept secure as per the Information and Communications Technologies (ICT) Security Policy.

This position:

Reports to:	Senior Water Resources Officer
Supervises:	None
Internal relationships:	<ul style="list-style-type: none">• Customer Service staff• Assets and Planning staff• Network Systems and Planning Staff• Regional Operations staff• Communications and Engagement staff• All functional business groups
External relationships:	<ul style="list-style-type: none">• Local, regional and Government Agencies• Other utilities and service providers• Customers and general public• Consultants and contractors

KEY RESPONSIBILITIES AND DUTIES

1. Conduct technical assessments and administration of surface and groundwater licences, and prepare information in relation to referrals and correspondence.
2. Conduct data analysis activities to support water resource investigations and to satisfy GWMWater's reporting and other statutory obligations.
3. Analyse metered water extraction data and conduct related compliance activities for all applicable surface water and groundwater licences.
4. Conduct site inspections and prepare reports for licence application assessments relating to surface water and groundwater resources, groundwater bores, drainage disposal bores, and farm dams.
5. Provide advice to staff and customers regarding groundwater and surface water diversions, water metering, licencing, compliance, and farm dam matters.
6. Assist the Water Resources Division with surface and groundwater resource monitoring activities, and the management of related data.
7. Conduct or facilitate inspections as required to support compliance activities relating to groundwater and surface water works within GWMWater's area of responsibility.
8. Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes, in accordance with GWMWater procedures.
9. Undertake other duties and functions as directed, commensurate with current level of skills and classification.

KEY SELECTION CRITERIA

Qualifications, Knowledge, Experience and Skills (KS 1, 2, 15, 16)

Essential

- A tertiary qualification (or equivalent) in a relevant discipline of science, engineering or natural resource management.
- Demonstrated technical knowledge of surface water and groundwater hydrologic processes.
- Ability to analyse and interpret data, keep accurate records and operate computerised systems for data storage and analysis.
- Well-developed report writing and communication skills.
- Ability to conduct investigations and prepare reports and other documentation.
- Ability to analyse issues and propose practical solutions in consultation with staff and relevant stakeholders.
- Ability to build and maintain relationships with staff and external stakeholders.
- Ability to drive long distances in rural areas to conduct field work and inspections.

Desirable

- Knowledge of surface and groundwater systems across the GWMWater region.
- Experience in the analysis and interpretation of hydrologic data relating to surface water, groundwater and water quality.
- Experience in the collection and analysis of field data relating to water quality, surface water flows, groundwater bores and related water resource data.
- Knowledge of the legislative and statutory framework governing water licences and entitlements in Victoria.
- Knowledge or experience relating to dam safety and surveillance for large farm dams.
- Knowledge of bore construction and groundwater extraction methods and practices.

Attributes (Personal Qualities) (PQ 1, 6, 8, 12)

- Conceptual and analytical ability
- Detail Focus
- Drive and commitment
- Integrity

Certificates, Licences and Registrations

- Current eligible motor vehicle licence to drive in Australia

AUTHORISATION and APPROVAL

PREPARED ON: *June 2020*
PREPARED BY: *Kym Wilson*
REVIEWED BY: **Craig Turvey**
APPROVED BY: **Mark Williams**