

# position description



**GWMWater**

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

**GROUP:** *Infrastructure*

**DIVISION:** *Planning & Development*

**POSITION LOCATION:** *Horsham*

**TITLE:** *Senior Engineer Planning (3 years fixed term)*

**CLASSIFICATION:** *Senior Officer*

**POSITION NO:** *5402*

**NAME OF JOB HOLDER:** *Vacant*

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## 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.

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## POSITION SUMMARY

This position is responsible for the planning of asset replacement and upgrade projects, predominantly for urban water and wastewater treatment services. The position works closely across multiple business groups, external contractors and consultants to ensure thorough technical analysis and engagement in project planning.

The position is responsible for following capital works planning processes to enable efficient and effective procurement and delivery of capitals works through annual programs and the corporate plan.

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.

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### **This position:**

<b>Reports to:</b>	Manager Planning and Development
<b>Supervises:</b>	A maximum of three (3) direct reports and others according to project requirements
<b>Internal relationships:</b>	<ul style="list-style-type: none"><li>• All functional business groups</li><li>• Service Delivery Coordinators and Operators</li><li>• Project Delivery engineers and project managers</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</li><li>• Contractors and suppliers</li></ul>

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## KEY RESPONSIBILITIES AND DUTIES

1. Plan and oversee implementation of asset replacement, improvement and decommissioning projects, predominantly for water and wastewater treatment assets, to enable GWMWater to meet service obligations.
2. Participate in the continual improvement of the corporation's project management / contract administration procedures, specifications and systems.
3. Ensure effective customer and stakeholder consultation is undertaken in developing and implementing the capital works program.
4. Lead capital project investigations for problem identification, scoping, option identification, evaluation, and selection, and preparation of detailed project plans and preliminary design reports.
5. Develop project briefs and manage the deliverables from consultants and contractors to ensure the deliverables adequately address project drivers and the solutions meet specified outcomes within the agreed time and budget.
6. Represent the corporation by attending and/or conducting stakeholder meetings for capital projects as required and provide project overview and informative presentations of project proposals.
7. Follow capital works planning processes to enable efficient and effective procurement and delivery of capitals works through annual programs and the corporate plan.
8. Provide specialist advice to corporate staff specifically in relation to engineering discipline for planning and design associated with infrastructure projects.
9. Assist in the risk-based evaluation and prioritisation of potential investments for infrastructure upgrades.
10. Develop, implement and review design standards and policy and procedures applicable to both Corporation and developer works.
11. Provide supervision and technical mentoring to junior team members to assist in their development.
12. Work within existing capital works, renewals and recurrent budgets in line with GWMWater's Purchasing Framework.
13. Work within the guidelines of the Strategic Directions and promote the organisational values.
14. Undertake other duties and functions as directed, commensurate with current level of skills and classification.

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## KEY SELECTION CRITERIA

### Qualifications, Knowledge, Experience and Skills (KS 1, 3, 7, 20)

#### Essential

- An approved tertiary qualification in engineering
- 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.
- Possess mentoring skills and experience
- Excellent written and verbal communication skills.
- Organising and planning skills.
- Demonstrated ability to prioritise tasks, develop procedures and systems for tracking progress, identify barriers and find effective ways to deal with them.
- Demonstrated ability to identify then promote appropriate behavioural change in the workplace.
- Ability to gain registration as a professional engineer under the Professional Engineers Registration Act 2019 (Victoria).

#### Desirable

- Qualifications in project management
- Experience with water and wastewater treatment and supply infrastructure.
- Communicates well with the ability to see issues from all perspectives.

### Attributes (Personal Qualities) (PQ 6, 9, 10, 14)

- An eye for detail and ability to identify gaps in information
- Empathy and cultural awareness
- Flexibility
- Resilience – perseveres to achieve goals
- A 'self starter', proactive, and takes responsibility for own actions

### Certificates, Licences and Registrations

- Current eligible motor vehicle licence to drive in Australia

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## AUTHORISATION and APPROVAL

**PREPARED ON:** August 2021  
**PREPARED BY:** Nigel Binney  
**REVIEWED BY:** Craig Turvey  
**APPROVED BY:** Nalaka Vitharana