



Position Description

Position Title	Integrated Water Management (IWM) Coordinator
Position Number	3766
Division	Infrastructure & Open Space
Department	Open Space
Team	Open Space
Position Status	Fixed-term Full Time – 24 Months
Classification	Band 7 A
Position Reports to	Horticulture Team Leader
Position Supervises	Nil
Date Reviewed	June 2024

Position Objective

The Integrated Water Management (IWM) Coordinator will play an important role in advancing the objectives outlined in the Kingston Council Integrated Water Management Transition Assessment by Melbourne Water (2022) and the Kingston Integrated Water Cycle Strategy (2022). This is in line with Melbourne Water's Healthy Waterways Strategy (2018-28). The position will focus on coordinating and implementing strategies to achieve key goals relating to water-sensitive urban design (WSUD), asset management, community engagement, organisational capacity building, and data monitoring.

Key Responsibilities

The Integrated Water Management (IWM) Coordinator will:

- oversee and facilitate the incorporation of Water Sensitive Urban Design (WSUD) principles in all capital projects, including harvesting and infiltration.
- assist with the development and implementation of execution maintenance plans for integrated water management assets.

The Integrated Water Management (IWM) Coordinator will also be involved in:

- designing and executing programs that inform and engage the community, encouraging participation in water-sensitive practices. (For example: rainwater tank maintenance education program for private industry and residents).
- strengthening the organisational commitment to integrated water management through skill development, resource allocation, and enhanced coordination.
- establishing robust systems for recording data related to integrated water management initiatives and monitor progress towards defined goals. This should inform renewal and maintenance budgets.
- establishing Council systems and frameworks and correct construction and maintenance of Council IWM assets.

- documenting and reporting to Melbourne Water the outcomes of WSUD implementation in private development through audits of planning permits, as well as at the completion of construction, and post-occupancy audits of WSUD where practicable

Position Requirements

1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- Nil

The incumbent has delegated authority for:

- Nil

The incumbent is responsible and accountable for:

- Representing Council at public meetings, community forums, meetings with Government Departments and Agencies and discussions with stakeholders involved in the development and implementation of environmental policies and plans.
- Preparing items for inclusion in council business papers and presenting material at Corporate Leadership Group meetings, Councillor briefings, public forums, community and school workshops as required.
- Providing timely advice relating to environmental initiatives.
- Coordinating the Department's input into relevant advisory committees including attendance at meetings as required.
- Delivering of a range of environmental plans and projects with differing complexity.
- Providing input into policy development within area of expertise

2. Judgment and Decision Making

The incumbent is accountable for:

- Exercising good judgement under limited supervision on a day-to-day basis in accordance with the directions set by Council.
- Working with a high degree of autonomy and proactively seeking out answers to problems with limited direction from management
- Ability to problem solve and apply new methods and techniques, appropriate to the situation or requirement.
- Guidance and advice may not always available.

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Well-developed skills in the formulation of environmental plans and the provision of specialist advice and input into development of policy and strategies.
- Demonstrated knowledge and understanding of relevant legislation including the Planning and Environment Act 1987, the Victoria Planning Provisions, Environmental Protection Act 2017, Climate Change Act 2017 and Local Government Act 2020.
- Skills in advocacy and an ability to build strong evidence-based arguments to support strategic work.
- Good knowledge of the functions performed by Local Government and State Government and its agencies and the associated legislative frameworks which apply.
- Knowledge of environmental sustainability, integrated water management, climate change mitigation and adaptation concepts and principles as they relate to local government's role.

4. Management Skills

The following management skills are required to be utilised:

- Ability to contribute to and oversee the delivery of complex tasks in a timely manner.
- Project management experience and the delivery of environmental outcomes.
- Demonstrated ability to work across the organisation and lead inter-departmental projects.
- Ability to manage consultants within set budgets with guidance from the Team Leader.
- Documentation of planning for maintenance activities, budgets, and reporting of outcomes to be shared publicly and with the industry.

5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Appreciation of the diversity of stakeholders in the environmental planning process and experience in consulting and working cooperatively with a broad cross-section of people.
- Appreciation of the political context within which environmental decisions are made.
- Ability to build and develop positive client relationships, and to build support and coalitions across the organisation to progress environmental initiatives.
- Presentation skills – for example present the outcomes of Kingston’s WSUD maintenance initiatives at a Stormwater Victoria or other industry conference.

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- A tertiary qualification in environmental/sustainability planning, science, or a closely related discipline with several years relevant experience in the public or private sector or a lesser qualification with extensive experience in the public or private sector.

The following experience is highly desirable for the position:

- Integrated water management and climate change mitigation and adaptation.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

Values and Behaviours	The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are: <ul style="list-style-type: none">• We make a difference• We show care and respect• We take pride in our work• We are better together
Safe Workplace Actions	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all council policies related to the position.

Legislative Framework	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p> <p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQA+ communities, culturally and linguistically diverse persons and persons with a disability.</p>

Prerequisites

- Valid Right to Work in Australia
- Undertake and maintain a current National Criminal Records Check
- Hold and maintain a Working with Children Check
- Pre-employment Medical Assessment
- Pre-employment Health Declaration
- Driver's License valid in Victoria
- Reliable comprehensively insured motor vehicle

Inherent Requirements

Category B – Desk based / General administration role - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.