

# Water Sensitive Urban Design (WSUD) Officer



**Position Number:** T226012  
**Banding/Remuneration:** Band 7  
**Division/Branch:** City Services/Sustainable Monash  
**Reports To:** Coordinator Sustainability  
**Date Approved:** September 2024

## Position Objectives:

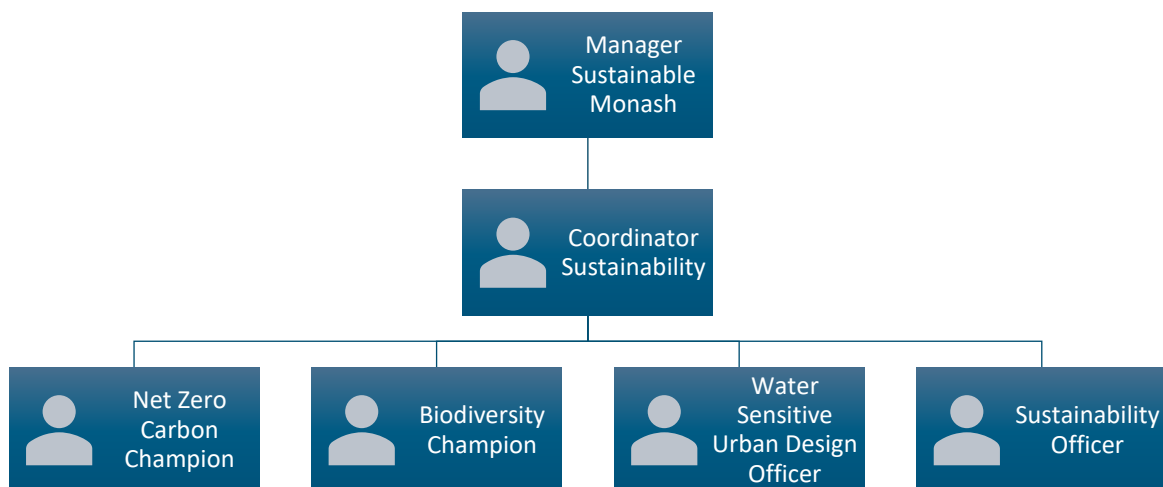
The role will build capacity across all levels of Council in support of Water Sensitive Urban Design (WSUD) principles; and build capacity of officers to embed WSUD in design, planning, construction, assets and maintenance.

The role will provide specialist professional oversight of the development and construction of WSUD on Council projects; and provide specialist professional advice to the statutory planning team to achieve best practice WSUD and stormwater planning provisions on larger developments. It will also provide advice on significant external projects that have an impact on WSUD in Monash.

The role will facilitate increased community and Council staff knowledge of WSUD through partnerships and education, including collaboration with internal and external stakeholder groups and networks. The role will champion and facilitate implementation of projects that conserve water, achieve improved stormwater capture and water quality across the municipality, as well as supporting greening projects through WSUD. The role also helps to prepare funding bids for WSUD projects both internally and externally.

## Team Structure:

Reporting to the Coordinator Sustainability, the role sits within the Sustainability Team as per the following structure:



## Key Responsibility Areas:

**Water Sensitive Urban Design (WSUD)** - Lead the delivery of innovative WSUD initiatives and ensure Council meets its commitments outlined in the Integrated Water Management Plan

- Participate in the development and maintenance of quality standards and best practice procedures through continuous productivity improvement, capacity building on the stormwater planning provisions and reviewing some development planning applications referred by the statutory planning team.
- Encourage innovative approaches and facilitate the implementation and acceptance of change, both within Council project, larger external regional projects and private developments, that will improve the residential environment in the municipality and broader environment, including waterway health
- Promote and raise the profile of WSUD projects both internally and externally; raise awareness of the importance of WSUD with developers and the community
- In collaboration with stakeholders, update WSUD standard design guidelines to include successful designs
- In collaboration with stakeholders, support business units to monitor and account for water use and implement measures to improve efficiencies in water use or reduction, including reporting on the IWM plan and targets such as volume of alternate water use
- Prepare applications for grant funding to maximise external funding opportunities whilst ensuring Council's costs are met, when available. Deliver the updated IWM Plan in collaboration with internal stakeholders and consultants.

**Collaboration** - Work cooperatively with others to accomplish group goals

- Lead internal WSUD working group to build on staff capacity and develop a strategic approach to embed WSUD in Council projects
- Coordinate actions on the recommendations of the Water Feasibility Study, Environmental Sustainability Strategy and Dandenong and Yarra IWM Forum Catchment Plans.
- Develop opportunities between Council, Water & Catchment authorities, VicRoads Melbourne Water, water retailers, DEECA and other authorities, professionals, businesses, community groups and the public as appropriate to divert stormwater, including identifying and championing stormwater harvesting projects and preparation of statutory reports in accordance with relevant Acts and Regulations
- Build relationships with community groups, internal and external stakeholders and public to elevate the understanding of WSUD in urban cooling, healthy trees, biodiversity and climate change

**Internal consultation** - Provide advice to others within the organisation based on knowledge gained from professional training or work experience.

- Provide appropriate specialist professional recommendations and advice having regard to Council policies
- Officer will share knowledge from best practice guidelines, webinars, Melbourne Water workshops, Stormwater Victoria or other sources, for use with internal and external stakeholders
- Keep up with best practice WSUD and disseminate and sharing knowledge internally and externally
- Provide support to internal stakeholders to identify and build Water Sensitive Urban Design and/or Integrated Water Management principles into business cases
- Prepare clear and concise Council reports, scoping documents and business cases for projects for consideration as part of Council's Capital Works Program
- Provide training for relevant Council staff to use the Water Sensitive Urban Design and IWM principles

- Provide advice and education/training to internal and external stakeholders to achieve best practice WSUD

**Project management** - Plan and/or schedule other individuals or resources to meet requirements

- Develop schedules, timelines, milestones, reporting, budget tracking and procurement to ensure projects managed can be delivered on time and within budget
- Ensure correspondence and enquiries are responded to promptly and accurately to meet Council's response times
- Develop projects that are appropriate and ensure adequate funds are considered and the requirements of projects are effectively evaluated

## **Accountability and Extent of Authority:**

The role is governed by clear objectives and budgetary parameters, and will:

- Provide specialist advice about the subject matter to others, aligned with regulations and policy
- Recommend, and facilitate key WSUD initiatives across Council under minimal guidance
- Facilitates internal working group and supervises student interns

## **Judgement and Decision Making:**

- Guidance is not always available within the organisation and the position proactively works to address challenges and solve problems by drawing on previous experience and specialist knowledge
- Where challenges are outside of scope, the position has the authority to analyse a range of options, data and research to find and implement a solution and/or provide a recommendation
- The position proactively works with counterparts or those more senior, to test ideas and draw from the experience of others to deliver sound solutions
- Solve problems via referencing existing policy and procedure, and drawing on industry knowledge to provide solutions
- Make day to day decisions and monitor work performance

## **Specialist Knowledge and Skills:**

- Demonstrated knowledge of best practice approaches to water sensitive urban design, including but not limited to embedding WSUD in Council projects, providing advice to internal and external stakeholders increasing knowledge within the community, and building capacity of staff
- A good understanding of the complex challenges to embedding WSUD within a Local Government environment and proven ability to develop innovative solutions, in the context of capital works projects and city planning
- Knowledge of the long-term goals of the organisation, and how to apply work tasks and goals in WSUD, within the context of the organisational vision
- Knowledge of relevant legislation, regulations, Local Laws procedures, policies and current industry practice relating to WSUD and initiatives  
Project management skills to oversee the delivery of WSUD projects, in collaboration with internal and external stakeholders

## Management Skills:

- Broad management understanding including areas such as quality assurance, continuous improvement, management reporting and services provision model
- Complex project management
- Demonstrate experience in successfully managing multiple concurrent projects, including budget, project schedule and people management
- Plan and measure work by setting milestones, aligning tasks, and measuring outcomes
- Ability and preparedness to work with others to plan work and prioritise accordingly
- An understanding of personnel policy and procedure with regards to OHS, recruitment, safety and daily requirements (hours, leave, rights) or, where to seek such information
- Capability and confidence to lead, direct, and stop works if required

## Interpersonal Skills:

- Must have excellent communication, interpersonal and networking skills
- Strong stakeholder engagement and management skills, in particular to inform, persuade, convince, negotiate and build a consensus between stakeholders
- Maintain professional relationships and liaise with colleagues throughout Council, including senior management and operational staff
- Maintain positive professional relationships and liaise with contractors, project consultants and contractors, community organisations, and industry personnel
- Tailor verbal and written communication to deliver specialist information to audiences as required

## Qualifications and Experience:

- Tertiary qualification in Civil/Environmental/Sustainability Engineering, Environmental Science, Project Management or lesser qualification(s) but holding extensive and diverse relevant professional experience in the subject matter, or, lesser qualification(s) with 4-years + specialist experience
- Demonstrated project management skills and experience in coordinating major capital works projects
- Effective communication and engagement skills enabling effective collaboration with others
- Current and valid Victorian Driver Licence
- Working with Children Check
- Criminal History Check
- Proficient in MS Office products including Word, Excel; PowerPoint; Outlook

Experience in the following is advantageous:

- A high level of self-motivation, and ability self-manage, setting priorities, achieving goals and meeting deadlines
- Writing capability that enables well-structured articulate reports
- Demonstrated strong communication skills with a diverse range of people, with an ability to converse, listen, influence and negotiate to achieve intended outcomes

## Key Selection Criteria:

- Demonstrated knowledge of best practice approaches to Water Sensitive Urban Design (WSUD), including but not limited to embedding WSUD in Council projects, providing advice to internal and external stakeholders increasing knowledge within the community, and building capacity of staff

- Demonstrated project management skills and experience in coordinating and delivering major capital works projects
- Effective communication and engagement skills enabling effective collaboration with others
- Demonstrated experience in gaining cooperation and assistance from others, to deliver defined responsibilities
- Ability in managing time, setting priorities, achieving goals and meeting deadlines
- A high level of self-motivation, initiative, problem solving and analytical skills

## Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well-established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

**Our Vision:** "To be the most liveable city in Victoria"

**Our Mission:** "Make a difference through commitment, leadership and expertise."

### Our Values:

- **Accountability**  
We are responsible for our actions and behaviours every day.
- **Respect**  
We value diversity and appreciate others.
- **Teamwork**  
We work collaboratively to achieve shared goals.

*Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.*

*We are committed to being a child safe organisation and have zero tolerance to child abuse.*