

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Position Title</b>    | Catchment Management Planner          |
| <b>Department</b>        | City Future                           |
| <b>Unit</b>              | City Plan and Transformation          |
| <b>Team</b>              | Urban Policy and Planning             |
| <b>Supervises</b>        | Nil                                   |
| <b>Reports To</b>        | Team Leader Urban Policy and Planning |
| <b>Grade</b>             | H                                     |
| <b>Date Prepared</b>     | 1/07/2023                             |
| <b>Date Last Updated</b> | 1/07/2023                             |

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

The position will plan, develop, adopt and monitor innovative stormwater, floodplain and integrated water cycle management strategies for CBCity, as well as developing the methodology required for reviewing the 10 year program of works to be funded through the stormwater levy and external grant funds.

The position will work as a key member of the City Plan and Transformation Unit, participate in multi-disciplinary teams from across Council and manage special projects requiring consultation and negotiation with external stakeholders.

## Accountabilities

- Develop and deliver key actions outlined in the Catchment and Waterways Strategic Plan.
- Coordinate the development of Floodplain Risk Management Studies and Plans.
- Coordinate the development of Stormwater, Waterways and Coastal Management Programs.
- Undertake research, develop policies and provide advice and strategic input in relation to Floodplain Risk Management; Integrated Water Cycle Management; Stormwater Management; and Coastal Management.
- Provide strategic direction and advice in relation to various planning instruments (DCPs, LEPs, policies), Development Contributions Plans and Section 10.7 Certificates as they relate to floodplain, estuarine and catchment management. Provide specialist environmental advice to internal and external parties, as required, on catchment, stormwater management and flooding issues.
- Liaise with Federal and State Government bodies for funding for floodplain, coastal and catchment management programs.
- Undertake research and guidance on Water Sensitive Urban Design principles for capital works and planning.
- Review and prioritise the stormwater, flood and waterways management works.
- Collaborate with Government agencies, Catchment Committees and Councils in the Cooks, Georges and Duck River catchments to plan and deliver projects at a catchment scale.
- Commission and manage consultants and external contractors.
- Manage projects under specific budgets.

- Other environmental planning functions and projects, as required.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Capability Profile – Senior Technical/ Professional Specialist                                                  |                                 |          |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------|----------|
| Capability Group                                                                                                | Capability Name                 | Level    |
| <br><b>Personal Character</b>  | <b>Lead Self</b>                | Advanced |
|                                                                                                                 | Display Resilience              | Adept    |
|                                                                                                                 | Act with Integrity              | Advanced |
|                                                                                                                 | Safety and Accountability       | Advanced |
| <br><b>Relationships</b>       | Communicate and Engage          | Adept    |
|                                                                                                                 | Customer and Community Focus    | Adept    |
|                                                                                                                 | <b>Work Collaboratively</b>     | Advanced |
|                                                                                                                 | Influence and Negotiate         | Adept    |
| <br><b>Results</b>           | <b>Plan and Prioritise</b>      | Advanced |
|                                                                                                                 | Think and Solve Problems        | Adept    |
|                                                                                                                 | Innovate and Improve            | Advanced |
|                                                                                                                 | Deliver Results                 | Advanced |
| <br><b>Resources</b>         | Finance                         | Adept    |
|                                                                                                                 | Assets and Tools                | Adept    |
|                                                                                                                 | Technology and Information      | Adept    |
|                                                                                                                 | Procurement and Contracts       | Adept    |
| <br><b>People Leadership</b> | Manage and Develop People       | N/A      |
|                                                                                                                 | Inspire Direction and Purpose   | N/A      |
|                                                                                                                 | Optimise Workforce Contribution | N/A      |
|                                                                                                                 | Lead and Manage Change          | N/A      |

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

| Group & Capability        | Level    | Behavioural Indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Character</b> |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Lead Self                 | Advanced | <ul style="list-style-type: none"> <li>• Demonstrates motivation to serve the community and organisation</li> <li>• Initiates team activity on organisation/unit projects, issues and opportunities</li> <li>• Seeks and accepts challenging assignments and other development opportunities</li> <li>• Seeks feedback broadly and asks others for help with own development areas</li> <li>• Translates negative feedback into an opportunity to improve</li> </ul>                                                                                              |
| <b>Relationships</b>      |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Work Collaboratively      | Advanced | <ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul> |
| <b>Results</b>            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Plan and Prioritise       | Advanced | <ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> </ul>                                                                                                                                 |

- Implements systems for monitoring and evaluating effective program and project management

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

## Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

## Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

## Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

## Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Tertiary qualifications in civil or environmental engineering, natural resource management, environmental science, planning or equivalent.

### Essential Experience

- Minimum five years experience in floodplain management, planning or environmental engineering.
- Extensive experience in project management of complex projects or strategic analysis.
- Experience in addressing issues associated with floodplain planning and stormwater asset maintenance/replacement.
- Knowledge of Water Sensitive Urban Design and Integrated Water Cycle principles as it applies to an urban setting.
- Understanding of the NSW Flood Risk Management Process and Flood Prone Land Policy.
- Understanding of the interaction between catchment management and strategic/ land use planning.
- Experience with tender/ technical brief preparation, budgeting, tender evaluation, procurement and contract management.
- Experience with financial control and budget preparation, including preparing and managing grant applications.
- Demonstrated ability to plan and organise own time to meet projected outcomes.

## Desirable Qualifications and or Experience

- Experience in Local Government.
- Understanding of Coastal Management Programs.

| HUMAN RESOURCES USE (SELECT YES OR NO)                                                                              | YES                                 | NO                                  |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Does this position fall under the definition of child related employment?                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to undergo criminal reference check?                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Does this position require incumbent to demonstrate good driving<br>Licence class required: C Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Will incumbent need to make disclosure of pecuniary interest?                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment?                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |