

# Position Description

<b>Position title:</b>	Environmental Planning Specialist	<b>Effective date:</b>	01/03/2024
<b>Classification:</b>	4	<b>Location:</b>	Office based in Bridge Street, Bendigo
<b>Department/Team</b>	Assets & Operations / Land, Water & Environment		
<b>Reporting to:</b>	Land, Catchment and Approvals Manager		

## Working at Coliban Water

Coliban Region Water Corporation is based in Bendigo and is one of the largest Victorian regional urban water corporations.

Led by our vision of *Water to Live, Grow and Enjoy*, we provide water and wastewater services to 49 towns across 16,500 square kilometres in North Central Victoria. We operate 365 days a year to ensure our customers – residential, commercial and rural – have access to safe drinking water, a secure water supply and reliable sewer services.

Our 10-year plan, *Strategy 2030*, guides the business to ensure there is enough water to sustain and grow economic activity and investment for the region.



## What we stand for

We're focussed on a culture of **Earn the customer, Own the risk and Act**. This underpins our ability to deliver high quality services to our region.

<b>Earn the customer</b>	We exist to serve our customers. We 'wow' our customers with an outstanding experience.
<b>Own the risk</b>	We take responsibility and are accountable to our customers and communities.
<b>Act</b>	We are brave in our decision making and act. We make good judgements based on the evidence and we follow through.

Working with us you will be joining a vibrant, dynamic, inclusive and supportive team which is realised through:

- Our respect, support and collaboration with the First Peoples of the land in which we live and work.
- Our championship of an inclusive culture which celebrates diversity.
- Our emphasis and commitment to flexible work and balance of personal and professional lives.
- Our leadership in the area of social justice, which sees us challenging the way we work to further causes including gender equity and family violence.

We're committed to providing a workplace that allows you to grow and thrive in your career.

## Position overview

This role is part of the Assets & Operations Group and makes a pivotal contribution to Coliban Water's success by being focussed on ensuring Coliban Water provides high quality customer services by efficiently and effectively managing water resources, creating and managing infrastructure and planning for long term growth and development of the region.

This position is in the Land, Catchment and Approvals team which provides a range of environmental, planning and engineering services to support the implementation of a wide range of capital and non-capital projects. The Environmental Planning Specialist reports to the Land, Catchment and Approvals Manager.

This role requires specialised knowledge and skills, with the ability to engage effectively and develop good working relationships with internal and external stakeholders. The primary focus is on facilitating delivery of the capital works program, while providing environmental expertise to the business as required. Continual improvement in the business' environmental performance and sustainability programs is a major component of the role.

Within a complex and diverse operating environment, the position is one of several throughout the business that facilitates the implementation of Coliban Water's Environment and Sustainability Policy.

## Position dimensions

<b>Capital expenditure /Budget</b>	In accordance with the Organisational budget
<b>Authorities/Delegations</b>	Please refer to the Financial Delegations Policy
<b>Number of direct reports</b>	0
<b>Internal Working Relationships</b>	Executive General Manager Assets & Operations, Managing Director, Executive Leadership Team, Senior Leadership Team, Board, Coliban Water Staff
<b>External working relationships</b>	DELWP, NCCMA, EPA, Traditional Owner Groups, First Peoples – State Relations, Local Government Authorities, Parks Victoria, contractors and consultants, general community and water industry.
<b>Other</b>	Not applicable

## Key result areas

### Support implementation of a wide range of projects

Support delivery of a wide range of projects through:

- Providing specialised professional advice to support project managers and others on environmental issues
- Advising on environmental aspects of project contract management
- Ensuring environmental issues are adequately addressed throughout project life cycles
- Actively liaising with environmental stakeholders, ensuring stakeholder and agencies' needs are satisfied, their approval is gained and there is confidence in our action/solutions

## **Project Investigation and Development**

Undertake and project manage environmental evaluations and approval applications as required.

- Identify environmental approval requirements and prepare delivery program options for management consideration
- Represent Coliban Water in negotiations and discussions with consultants, contractors and other agencies within the limits of authority of this position
- Prepare comprehensive project briefs and plans, stakeholder submissions as required

## **Improve Business Environmental Performance**

Coordinate improvements in environmental performance through:

- Facilitating increased environmental and sustainability awareness, knowledge and skills within the team and across the business
- Identification, development and continual improvement of environmental procedures and processes within the team and across the business
- Implementation of Coliban Water's Environment and Sustainability Policy through the development and implementation of environmental management programs in response to business needs

## **Professional Development**

Ensure that the Coliban team is multi-skilled and has up-to-date knowledge by:

- Undertaking training, both on and off-the-job
- Keeping up-to date on professional, industry and company information
- Participate constructively in peer reviews and coaching process
- Complete performance and development plan
- Undertake higher duties, job rotation and back-up colleagues as required

## **Shared Result Areas**

### **Health safety and wellbeing**

We are committed to providing a safe and healthy work environment to all employees.

Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Report all safety incidents and hazards immediately
- Taking reasonable care for own safety and that of others
- Ensuring that the work environment is free from any form of discrimination, harassment or bullying

### **Information security**

Ensure that Coliban Water's corporate information, systems and networks are secure by:

- Complying with all company Information Technology policies and procedures
- Completing information security awareness training.
- Reporting all suspected or identified information security incidents or issues immediately.
- Owning information security mistakes e.g. reporting that you have clicked on a link in a phishing email.

### **Victorian Public Sector Values**

Coliban Water is committed to upholding the Victoria Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

All employees are expected to uphold these values, which strengthens our capacity to operate as an effective public sector organisation and to achieve our vision.

## Performance level

<b>Action &amp; Accountability</b>	This role is required to provide sound advice and recommendations. Advice is provided through drawing on policy, procedure, process and professional standards. This position is specialized in its field and supervision provides guidance and support only when needed.
<b>Judgement &amp; Problem Solving</b>	This role will make decisions through following established procedures and learned process. However, there is also the requirement to depart from adapted practices and apply inventiveness and/or assess a range of options for implementation. There is a focus on developing more effective and efficient work practices.
<b>Specialist Knowledge &amp; Skills</b>	Well-developed interpersonal communication skills with the ability to work collaboratively with internal and external stakeholders to achieve desired outcomes.
<b>Interpersonal Skills</b>	This role is actively involved in influencing and convincing others in the pursuit or achievement of objectives. It will operate with tact and diplomacy in relation to sensitive issues.
<b>Qualifications &amp; Experience</b>	Detailed knowledge of environmental legislation, regulations and frameworks. Knowledge of Victorian statutory planning system.  Detailed knowledge of ecological assessment and biodiversity offsetting. Registered vegetation assessor (desirable).  Tertiary qualifications in Environmental Science, Natural Resource Management or Statutory Planning.

## Special assessments and inherent requirements

- Applicants and employees may be requested to undertake testing such as psychometric testing, and assessments (pre-employment and mid-employment) including medical assessments (e.g.: audiometric, functional movement, physical) police checks, working with children check, security clearances and drug testing
- Valid and current Australian workers' rights
- It is an inherent requirement that all Coliban Water employees successfully complete all core-training requirements in expected timeframes.
- From time to time, work outside business hours to deliver on deadlines will be required.
- May be required to work at remote locations requiring overnight stay on occasions.

### Success profile

In addition to the qualifications and experience specified in the performance level table the following criteria constitute the success profile:

- Tertiary qualification in Environmental Science or Natural Resource Management
- Experience in obtaining environmental permits and approvals.
- Detailed knowledge of environmental policy, legislation and regulations.
- Experience in the water industry or similar (environmental/engineering) field.
- Exceptional professional relationship building skills with internal and external stakeholders.
- Willingness to learn about other aspects of external approval requirements and undertake tasks relating to those >

### Position acceptance

I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all corporation policies and procedures.

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Employee Name

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Employee Signature

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Date