Position Description
Water Sensitive Urban Design (WSUD) Asset Management Officer
Road Infrastructure Planning Branch
Road and Water Infrastructure Directorate
Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We're the seventh largest local government in Australia, providing community services and facilities to almost 314,000 residents representing over 215 different cultures. We currently have about 1,700 employees who serve the City of Logan community by successfully delivering a large and diverse portfolio of programs and services.

Logan City Council’s vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations. The organisational vision is to drive innovation to deliver quality services and assets in new and better ways that make it easier for customers to do business and live in and visit the city.

### ABOUT THE ROAD INFRASTRUCTURE PLANNING BRANCH

The Road Infrastructure Planning Branch provides roads and waterways infrastructure planning and customer service, while managing collective needs of stakeholders through collaboration. Our purpose is to provide safe and sustainable planning and solutions for Logan’s road and waterways infrastructure. These services are provided through four teams, namely:

#### River and Catchment Engineering

Providing expertise in flood risk, floodplain management, stormwater management and master drainage. R&CE are experienced in hydrology and hydraulic modelling, disaster management, community engagement, planning, policy and stormwater (quantity and quality) management.

#### Road Asset Management

Providing roads and drainage asset and service management including managing of road corridor activities. Subject matter experts in Strategic, Tactical and Operational Asset and Services Management covering data, process, system, reporting and governance aspects for enabling effective management of Council’s multi-billion dollar Road Infrastructure – Transport and Stormwater Drainage portfolios.

#### Traffic

Providing leadership and expert advice in operational planning and traffic management of Council’s road network, including Road Safety as well as Traffic Operations and Design Advice (including traffic signal management, intersection upgrade programming, black spot programming, minor traffic projects, traffic surveys, development traffic impact review, local area traffic management, signs and line marking).

#### Transport and Infrastructure Planning

Providing both strategic and capital planning advice on transport network and transport infrastructure for all modes including roads, public transport and active transport; conducting civil engineering investigations, concept designs and cost estimates related to transport infrastructure and establishing prioritised schedules of work.

#### Branch Management Team

Provides overall management to the branch in respect to the areas of financial direction, customer service, leadership, culture and service delivery.
ABOUT THE ROLE

POSITION NUMBER(S):
8169

CLASSIFICATION LEVEL:
Level 6

AWARD:
Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:
River and Catchment Engineering Program Leader

JOB PURPOSE
The purpose of this role is to provide strategic direction and technical services in the management of Water Sensitive Urban Design (WSUD) assets and contributing to Council’s achievement of the Corporate Plan objectives relate to WSUD infrastructure across the City of Logan.

DECISION MAKING AUTHORITY
Exercise a degree of autonomy under limited direction from the River and Catchment Engineering Program Leader.

Decisions and actions taken may have a significant effect on programs/projects/work areas as a result of the ongoing implementation of industry best practice stormwater quality management policy, standards and guidelines as well as the ongoing management of Council’s current and future WSUD assets.

POSITION DIMENSIONS
N/A
TRUSTED ADVISOR AND SUBJECT MATTER EXPERT

Provide strategic direction to the management of WSUD infrastructure, both existing and planned, to ensure the best outcomes for the City in achieving its WSUD objectives.

Provide expert advice to prepare technical asset management tools and procedures to effectively support and build organisational capacity across the life cycle in the management of WSUD assets.

Provide technical WSUD advice including the use and application of stormwater quality offsets to internal stakeholders, the development industry and the community.

Performance Criteria
- High quality, evidence-based reports, policies and planning for stormwater asset management
- Proactive engagement across the organisation on current industry standards, guidelines and approaches to water sensitive urban design and WSUD asset management
- Client/stakeholder satisfaction

EXCEPTIONAL DELIVERY

Coordinate an integrated, whole-life cycle approach to the management of WSUD assets in liaison with the relevant sections of Council (Health, Environment and Waste, Parks, Road group, Water, Development Assessment and Economic Development & Strategy).

Develop an asset management process that clearly articulates the future growth in WSUD and the long term maintenance, renewal and upgrade costs to meet the required level of services from these assets.

Coordinate an integrated and life-cycle approach to the management of WSUD in alignment with Council’s stormwater quality offset framework and future stormwater infrastructure planning initiatives.

Coordinate responses to community and Councilor enquiries relating to strategies and operations of WSUD infrastructure in Logan City.

Under limited direction from the Program Leader River and Catchment Engineering, manage the community WSUD and stormwater quality awareness programs, including involvement in community working groups, information register management, provision of technical information and other tasks as required.

Performance Criteria
- Appropriate asset plans, registers and associated financial information is maintained
- Awareness of, and implementation of Project Management methods, systems and tools
- Projects delivered on time and within budget
- Timely and high quality delivery of project priorities

LEARNING AND GROWTH

Seek out opportunities for professional development to increase knowledge and credibility as a WSUD professional.

Undertake research into WSUD and stormwater quality management technology and investigate integration of best practice management techniques into local WSUD application.
Liaise with regional, State and other relevant stakeholders and actively participate in technical/research working groups to inform best practice WSUD policy, management and maintenance.

**Performance Criteria**
- Opportunities identified for business process improvement and asset management strategy
- Continuous improvement and planning for success (professional development)
- Positive contribution to the team and valued member of the team

**GENERAL**

Maintain current knowledge and awareness of best practice in water sensitive urban design and asset management and apply considered and innovative approaches as appropriate.

Prepare reports to council or senior management on water sensitive urban design and WSUD asset matters.

Contribute to development of budget submissions, the branch business plan and the operational plan for the RIP Branch.

Answer incoming correspondence and other inquiries in a timely manner consistent with adopted corporate standards.

Assist in the preparation and completion of monthly reporting as required.

Answer incoming correspondence and other inquiries and prepare suitable advice as required.

Ensure that RIP management is fully appraised at all times of issues likely to present risks or alternatively opportunities that will contribute towards Corporate Plan priorities and RIP branch business plan objectives.

From time to time, it may be necessary to assist the River and Catchment Engineering Program with flood disaster operations as part of Council’s disaster management obligations.

**Performance Criteria**
- Branch correspondence performance indicators are met.
- Client/stakeholder satisfaction
- Records management and reporting meets expected quality standards

**OTHER**

Council’s Leadership and Performance Capability Framework will be used for performance management and development purposes

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.
KNOWLEDGE, SKILLS AND QUALIFICATIONS

Demonstrated experience in water sensitive urban design, stormwater quality planning and environmental offsetting frameworks and a sound understanding of contemporary strategic asset management practices.

Demonstrated experience in project management, consultant management and the ability to research and compile concise technical reports.

Possess the ability to communicate effectively, participate and lead stakeholder working groups, and to make prompt reliable decisions within bounds of allocated responsibilities.

Understanding and experience in the use of relevant industry computer packages, particularly stormwater quality modelling, GIS and stormwater quality analysis.

Be self-motivated and demonstrate ability to deal with other officers with tact, understanding and encouragement in performance of duties.

Registration as a professional engineer (RPEQ) or eligibility and commitment to obtain RPEQ status will be highly regarded.

SUCCESS PROFILE

Working productively as part of a high performing team to ensure achievement of outcomes including building, maintaining and fostering good relationships with colleagues, clients and team members.

Contributes to and fosters the team culture based on respect, accountability and supporting each other.

High level ability to be adaptable and possess highly developed strategic problem solving skills.

Demonstrated desire for continuous self-improvement and learning.

Demonstrated ability to lead and manage capital and operational projects which have a Council wide focus and impact, within budget, to agreed timelines, and which achieve the stated outcomes and objectives.

REQUIREMENTS

Possession of a current driver's license is essential.

DATE REVIEWED

July 2019

REVIEW

This Position Description may be reviewed from time to time as Logan City’s organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.