



## POSITION DESCRIPTION

POSITION DETAILS			
Title	Team Leader, Wastewater Process & Operations (WP&O)		
Reporting to	Manager Wastewater & Reuse		
Function	Operations and Delivery Solutions		
Section	Wastewater & Reuse Operations		
Team	Wastewater & Reuse Operations		
Classification	SO		
People Leader (Y/N)	Yes	Org Level	3
Written by	Rod Curtis	Date	August 2021
Approved by	Graham Holt	Date	August 2021

### POSITION PURPOSE

Provide one to three statements that describe the main purpose of the role, describing the job and convey why this job exists and what its contribution is to the organisation.

- The purpose of the position is to provide leadership in specialist process engineering in all areas of wastewater treatment to ensure the safe and compliant operation of GWW’s wastewater, recycled water, biosolids, stormwater and groundwater, Treatment Plants/Facilities.
- Ensure safety leadership is supported by dedicated approach to risk management and continuous improvement within the wastewater facilities, appreciating the importance of quality and compliance of environmental
- This position will support the Wastewater Treatment Team Leaders to manage a range of multifaceted Treatment Plants that utilise complex process engineering treatment technologies.
- The role is critical for the responsible management of continuous improvement of applicable quality systems such as HACCP (Class A treatment plants). The position provides, auditing, monitoring, and internal/regulatory reporting.

### ORGANISATION CONTEXT – ABOUT GREATER WESTERN WATER

Greater Western Water enhances the customer experience and water security by providing more affordable services for the communities it serves. It’s how we play our part in keeping Melbourne’s inner and western regions vibrant, unique and a great place to live.

The challenge into the future, is to continue to develop the organisation in addressing the unprecedented growth being experienced in Melbourne’s western corridor, in a way that:

- Delivers value for customers and communities
- Leverages partnerships and technology to create future opportunities
- Enables a performance focused, safe, and inclusive workplace culture where employees can innovate and thrive

## POSITION DESCRIPTION

- Contributes to a highly liveable, viable region
- Cares for the environment, and
- Respectfully acknowledges the peoples of the Kulin Nation as the Traditional Owners of the lands and waters on which our service area lies.

### MAJOR ACCOUNTABILITY AREAS

Major Accountability Area	Key Performance Indicator
<p><b>People Leadership</b> Be a role model for the organisation's leadership behaviours and culture to support a diverse, inclusive and high performing workplace Manage Staff and Provide Leadership in Process Engineering and personal development for the WP&amp;O Team</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>• Develop the personal and professional skills of the WP&amp;O team</li> <li>• Leading the WP&amp;O Team to develop continuous improvements programs that identify growth for the Team</li> </ul>
<p><b>High quality relationships</b> Builds strong relationships internally and externally, including with our delivery partners, Regulators and industry peers</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>• Apply a collaborative approach to working with colleagues and across the water industry is developed and maintained</li> <li>• Keeping abreast of emerging approaches and technologies</li> </ul>
<p><b>Process Quality Management</b> Develop and deliver operational performance reports for treatment plants Working with Wastewater and Reuse Team Leaders identify and delegate tasks and roles amongst all Wastewater &amp; Reuse team members.</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>• Develop detailed monitoring and reporting of treatment plant operational performance issues and liaise with Wastewater and Reuse Team Leaders to resolve operational issues.</li> <li>• Review and develop sampling and laboratory monitoring program. Investigate opportunities to expand the capability of internal Laboratory</li> </ul>
<p><b>Process and Technical Support</b> Provide lead role for new and upgrade works, ensuring the wider Wastewater and Reuse Team objectives are meet. Lead commissioning works for onboarding new assets to the Operations Team</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>• Continuous development of design standards requirements to inform new and upgrade works</li> <li>• Develop commissioning plans to onboard new of modified assets</li> <li>• Provide technical review of tender proposals for design, build or operation</li> </ul>

## POSITION DESCRIPTION

	<ul style="list-style-type: none"> <li>Review concepts, feasibility advice, designs and specifications for new treatment projects</li> </ul>
<p><b>Auditing and Governance</b> Develop and enhancement of Wastewater Quality Management Systems Demonstrate GWW General Environmental Duty - Identify and develop programs that increase state of knowledge to report and proactively manage environmental risk.</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>Manage the QMS for recycled water by developing, implementing and improving system tools, forms and BI reports</li> <li>Internal auditing schedule developed and implemented</li> <li>Develop or enhance HACCP certification for all GWW Class A treatment Plants</li> <li>Using the principals of HACCP develop wastewater operating protocols for all GWW wastewater plants.</li> </ul>
<p><b>Health, Safety &amp; Wellbeing</b> Take care of own and colleagues Health, Safety and Wellbeing (HSW) through proactively supporting GWW's zero harm culture and safety leadership.</p>	<p><b>Measure</b></p> <ul style="list-style-type: none"> <li>Contribute to the on-going development of a zero harm WH&amp;S culture</li> <li>Monitor compliance of WH&amp;S systems and procedures</li> <li>Actively monitor the workplace to determine the presence of hazards and take appropriate action to rectify any hazards found</li> <li>participate in WH&amp;S project groups and committees as required</li> </ul>

## RELATIONSHIPS AND STAKEHOLDERS

Outline the position's requirements for internal and external communication/negotiation/contact with other people or groups

Concentrate on those communication requirements that are critical to the achievement of the position's primary objective(s).

List any committees, etc the position will be involved with (internally or externally).

<b>Internal</b>	<ul style="list-style-type: none"> <li>General Manager, Operations and Delivery Solutions</li> <li>Manager Director and General Managers</li> <li>Team Leaders, Wastewater and Reuse Teams</li> <li>Wastewater Treatment Teams</li> <li>Health Safety &amp; Wellbeing Practitioners</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Customers and Community</li> <li>Consultants/contractors</li> <li>Service Providers</li> </ul>

<b>SKILLS, EXPERIENCE and TECHNICAL KNOWLEDGE</b>	
<b>Enterprise Skills</b>	<b>Proficiency</b>
Critical Thinking	Advanced
Innovation & Continuous Improvement	Advanced
Safety Leadership	Advanced
Stakeholder & Relationship Management	Advanced
Decision Making	Advanced
Communicating with Influence	Intermediate
<b>Technical Knowledge</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge and experience of recycle water assets and the operation of water treatment plants.</li> <li>• Comprehensive knowledge of wastewater treatment design and optimisation concepts.</li> <li>• Demonstrated ability to work with system tools to model and predict process outcomes.</li> <li>• Demonstrate experience in leading teams to deliver complex process driven outcomes.</li> <li>• High quality analytical, communication, and inter-personal skills</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in leadership positions in complex process environments</li> <li>• Extensive experience in design and optimisation of complex wastewater systems including biosolids</li> <li>• Familiar with quality management systems and HACCP implementation and management</li> <li>• Familiar with occupational health and safety and sound environmental management principles</li> <li>• Experience in design development or review of wastewater process</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of regulatory frameworks</li> <li>• Management of consultants undertaking engineering studies</li> </ul>



## POSITION DESCRIPTION

### Qualifications

Include relevant trades / qualifications / licences / accreditations / registrations

### Essential

Tertiary qualifications in relevant scientific or engineering discipline (Environmental, Water)