

APPLICANT PACK

Operator Water Treatment Operations

Richmond Valley Council



**Leading
Roles**

People ▶ Performance ▶ Partners



**Richmond
Valley
Council**

CONTACT

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We respectfully acknowledge the Traditional Owners, the Galibal people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Richmond Valley Council is now seeking an Operator Water Treatment Operations to join the Community Service Delivery Team.

The Operator Water Treatment Operations is primarily responsible for providing a high level of service in the operation and maintenance of a water treatment plant within the Richmond Valley region.

The ideal candidate will be knowledgeable in the chemistry of water treatment from a river-based water source. They will also have a good understanding of relevant legislation, regulations, and reporting requirements regarding water treatment.



Key Responsibilities

Daily Operations Management

The Operator Water Treatment Operations manages the daily operations of the Council's water treatment plants, ensuring compliance with safety protocols, legislation, reporting requirements and ensures efficient water treatment production.

Monitor Water Quality

A key responsibility of the position will be to conduct regular water testing in accordance with legislative and regulatory standards. The Operator Water Treatment Operations will be required to promptly identify and implement appropriate corrective actions where any quality issues are found.

Compliance

The role will require a thorough understanding of the Australian Drinking Water Guidelines (ADWG) and the Council's Drinking Water Management System (DWMS). It is crucial that all aspects of water treatment, storage and distribution strictly comply with these standards.

Maintenance

The Operator Water Treatment Operations will be responsible for carrying out routine repairs and maintenance of water infrastructure. This includes general housekeeping, minor repairs, preventative maintenance, garden tidying and tree trimming. Any requirements for major repairs should be escalated in a timely manner.

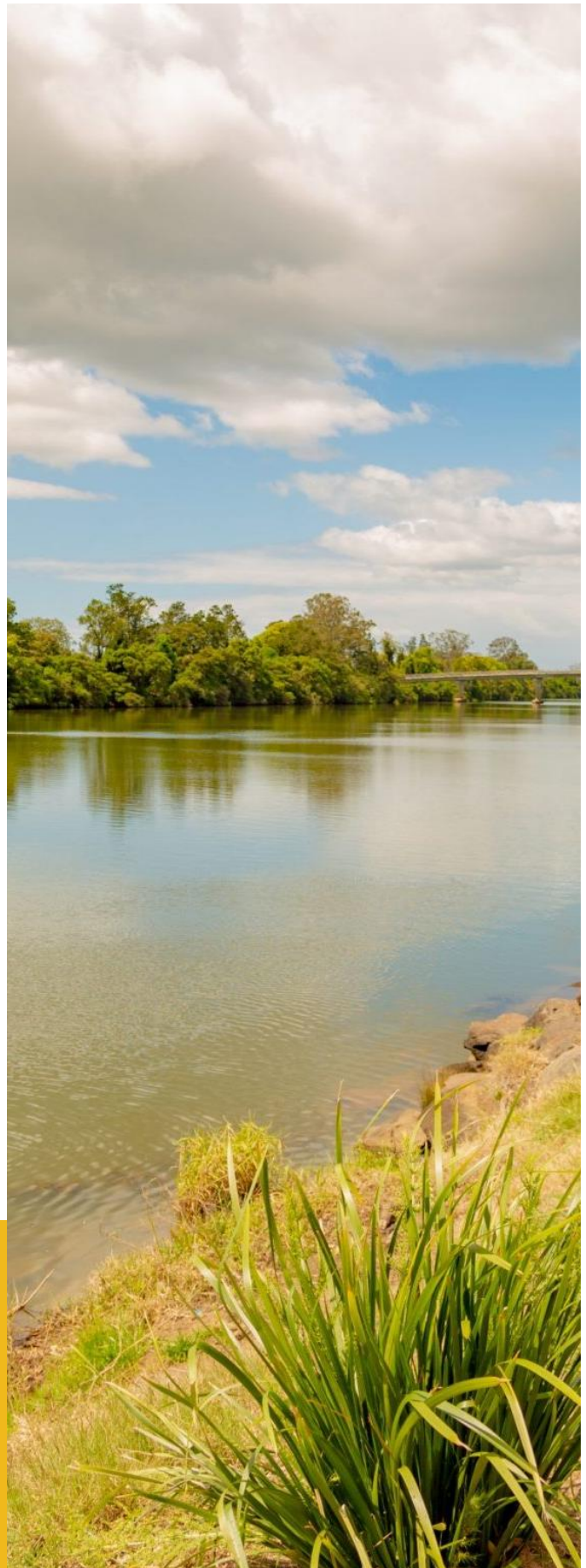
Key Projects

The Operator Water Treatment Operations will be given the opportunity to have input into Council projects, including the upcoming water treatment plant upgrade in Casino.

Challenges & Opportunities

A significant challenge of the position is managing the variability of raw water quality, as the source is a river. This requires constant vigilance and adaptability, and knowledge and application of treatment processes to ensure consistent water quality standards are met.

The role presents an opportunity to contribute to and learn about project coordination in water treatment. You will have the chance to provide valuable input into various projects, while gaining understanding of how they are planned, executed and managed.





Internal Stakeholders

The role has a moderate level of stakeholder engagement including with:

- Procurement team
- Electrical Team
- Fabrication Workshop

External Stakeholders

- New South Wales Health
- Department of Planning and Environment
- Other Regulatory Bodies
- Contractors
- Suppliers

The Team

The direct team is located at the Casino Water Treatment Plant and is comprised of a team leader, administrative staff, plant operators, overseers and engineers. While there are some current vacancies within the team, there are staff members who are highly knowledgeable in their positions.

The Culture

Richmond Valley Council encourages performance and behaviours that align with the defined corporate values. While the water and sewer team has recently experienced some staff turnover, Council remains committed to providing an environment of caring and support and recognises potential for enhancement.



Qualifications, Skills & Attributes

- Certificate III in Water Industry Operations or equivalent trade-based qualification.
- WHS White Card
- MR Drivers License
- Knowledge of chemical-based water treatment processes.
- Sound ability to utilise technology, software, and computers.
- General water plant maintenance skills.
- Honesty and transparency
- Flexibility
- Team player
- Ability to understand, interpret and apply license and regulation requirements.



Salary Package Information

Richmond Valley Council is committed to a life-work balance for their employees, and offers a range of benefits, including:

- A generous remuneration package
- Relocation assistance
- Fitness passport – gain entry into gyms, pools and health centres
- Employee Assistance Program
- Personal and professional development options.

Richmond Valley offers a relaxed and friendly lifestyle, comprised of beaches, national parks and plenty of opportunities for outdoor activities. The community is welcoming and offers quality schools, healthcare facilities and local services.



About Council

The Richmond Valley Council covers an area of approximately 3,050 square kilometres and extends from the coastline at Evans Head to the foothills of the Great Dividing Range to the west. The estimated population is 23,589 (Mar 2021).



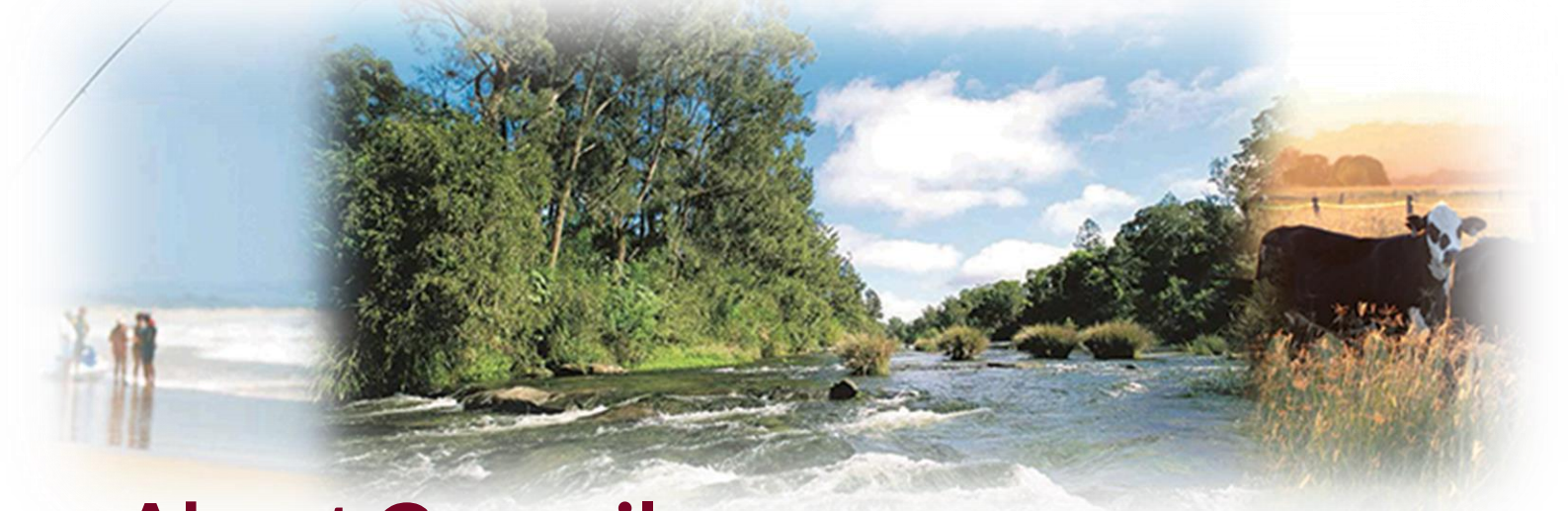
Established in 2000 through the amalgamation of Casino and Richmond River Councils, the Richmond Valley Council governs the diverse Northern Rivers region in New South Wales. Casino, with a population of 11 000, anchors the council's jurisdiction, surrounded by communities like Broadwater, Rileys Hill, Coraki, Evans Head, New Italy, Woodburn, Rappville, and rural areas.

Known as the Beef Capital, the region hosts Australia's largest beef jerky producer, New World Foods, contributing to a resilient economic landscape. Besides beef, industries include sugar cane, supported by the Broadwater Sugar Mill and a growing coastal tourism sector with untapped potential for further development to draw tourists inland.

The seven-member council, led by elected representatives, operates on a fixed four-year term, ensuring stable governance. The Community Strategic Plan guides the council, outlining key directions: post-flood recovery, creating vibrant communities, preserving the unique environment and a commitment to service excellence. The 2023/24 budget, with an operating revenue of \$72.8 million and operating expenditure of \$74.4 million, reflects the council's dedication to sustainable development, community engagement and resident well-being, ensuring a prosperous and harmonious future for the region.

Links to Council Information





About Council

COMMUNITY VISION

A great community with a relaxed lifestyle, beautiful environment and vibrant economy

COMMUNITY VALUES

Leadership

Good Service

Accessibility

Sustainability

Transparency

Innovation



COMMUNITY PRIORITIES

Connecting People and Places

Looking after our Environment

Growing our Economy

Making Council Great



COMMUNITY OBJECTIVES

Fresh and Vibrant
Community

Driving Economic
Growth

Managing our
Waste and Water

Leading and
Advocating for our
Community

Getting Around

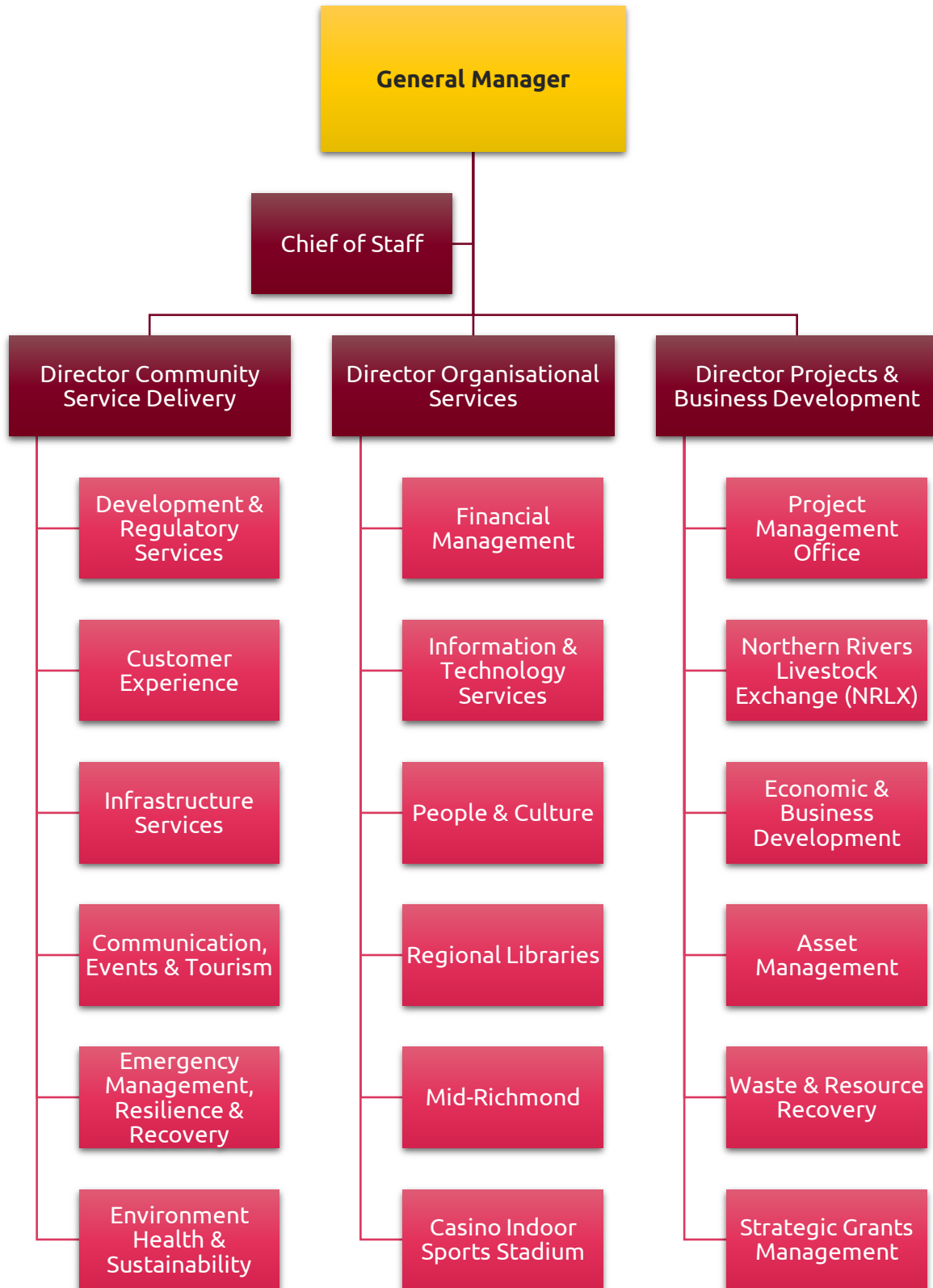
Building on our
Strengths

Promoting the
Protection of the
Environment

Great Support

Working Together

Organisational Structure





Living in the Region



Housing

Diverse housing options in the Richmond Valley Council region cater to residents' varied needs and preferences. Property prices fluctuate based on factors like location, type, size and proximity to amenities. Desirable features, such as scenic views or sought-after neighbourhoods, may influence higher pricing. From detached houses in suburban areas to urban apartments and expansive rural properties, the region offers a dynamic housing market accommodating a wide range of residential choices.



Educational Facilities

The education system has a comprehensive network of both state and private schools, totalling more than 100 institutions across the area. Individuals seeking higher education have access to a variety of options, including three universities and several Queensland TAFE campuses. Additionally, there is a Southern Cross University campus located in Lismore providing ample opportunities for academic advancement and skill development.



Healthcare

The Richmond Valley Council region offers notable healthcare facilities, including both public and private options like the Casino and District Memorial Public Hospital and the North Coast Area Health Service. In addition to these hospitals, the area is home to various medical centres, private health facilities, dental practices, aged care establishments and a diverse array of traditional and non-traditional medical practitioners. This comprehensive healthcare infrastructure ensures that residents have access to a broad spectrum of medical services and specialists, addressing their healthcare needs effectively.



Living in the Region



Shopping & Dining

The Richmond Valley Council region boasts diverse shopping and dining options, providing residents with a range of choices for their leisure and daily needs. From local markets to shopping precincts, residents have access to a variety of retail outlets offering goods and services. The region features a mix of dining establishments, including cafes, restaurants and eateries that cater to different tastes and preferences. With the region's agricultural nature, the emphasis is on fresh, local produce and farm-to-table dining experiences can be found in the area.



Sports & Recreation

The Richmond Valley Council owns and manages an array of community facilities, including halls, venues, swimming pools, sports fields and parks like Casino Memorial Pool, Coraki Public Pool, Woodburn Public Pool and the Evans Head Aquatic Centre. With an ideal year-round climate, residents enjoy outdoor activities in public parks and sporting fields. The region boasts 40 kilometres of pristine beaches and various sports clubs such as swimming, baseball, BMX, cricket, archery, athletics, football, netball and pony clubs, making it a haven for sports enthusiasts.



Getting Around

The Richmond Valley region provides efficient transport options, with daily air services linking Sydney to Ballina (a one hour drive away). Shuttle buses connect Casino to Coolangatta and Brisbane airports. The XPT and Gold Coast Rail Service stop in Casino, with coaches connecting all valley towns. Conveniently located, Casino is a 3-hour drive from Brisbane, 2 hours from the Gold Coast, and just 26 minutes from Lismore, ensuring accessible and well-connected travel throughout the area.

Discover Richmond Valley



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Demonstrated experience in water treatment plant operation or similar industrial operations.
- Knowledge of the Australian Drinking Water Guidelines, and ability to understand Council's Drinking Water Management System.
- Demonstrated ability to conduct regular water testing and implement corrective actions where needed.
- Excellent communication skills to effectively report issues and escalate repair/maintenance needs.
- Certificate III in Water Industry Operations or equivalent trade-based qualification.



Applications Open

- Week Commencing
Monday 20 November 2023



Applications Close

- 5pm Monday 18 December 2023



Initial Assessment

- Week Commencing 18 December 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council’s interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate’s fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including People and Culture and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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✉ angie.Simmonds@leadingroles.com.au



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ATTACHMENT

Position Description



ROLE DESCRIPTION

Operator Water Treatment Operations

Directorate	Community Service Delivery
Unit	Water Sewer
Reporting to	Team Leader Water Treatment Operations
Position Number	101410
Band	1/4
Grade	7-9
Date of Review	July 22

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide a high level of service in the operation and maintenance of water treatment and operations in the Richmond Valley community.

Key Accountabilities

- Undertake day-to-day water treatment plant operation tasks in accordance with all safety, legislative and reporting requirements
- Carry out regular testing at the plant to the regulatory and Council requirements and standards, and respond to water quality issues with appropriate corrective actions
- Understand, apply and ensure that water treatment, storage and distribution comply with the Australian Drinking Water Guidelines (ADWG) and the Council's Drinking Water Management System (DWMS).
- Carry out routine repairs and maintenance of water & sewer infrastructure, including general housekeeping, minor repairs, preventative maintenance, tidying gardens and trimming trees and if required, escalate repair/maintenance needs to senior team members.

Key Challenges

- Meeting daily reporting and legislative requirements on wastewater operations set by external stakeholders within timeframes
- Problem solving issues within the treatment plant operations

Qualification Requirements

Essential

- Certificate III in Water Industry Operations or equivalent trade-based qualification
- Construction Induction Certificate (WHS White Card)
- Current Class C Driver licence

Desirable

- Approved certificate for Chemical User Applications
- Approved Certificate for Confined Space operations
- Current Class MR Driver Licence
- SafeWork approved High Risk Licence for DG - Dogging

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
Team Leader Water Treatment Operations	<ul style="list-style-type: none"> ✓ Receive advice and report on progress towards business objectives and discuss future directions ✓ Contribute to discussions and report issues
Water Sewer Team	<ul style="list-style-type: none"> ✓ Ensure all workers are inducted into the site correctly ✓ Support in the delivery of organisational objectives
External	
Stakeholders	<ul style="list-style-type: none"> ✓ Government Agencies and Community Members ✓ Responding to enquiries regarding Water Treatment Operations ✓ Conducting tours of the Treatment Plant as required
Contractors/Service Providers	<ul style="list-style-type: none"> ✓ Ensure all workers are inducted into the site correctly ✓ Support in maintenance and repair works

Role Dimensions

Decision Making

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Laptop and Mobile Phone

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements





Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call

Participation in an On-Call Roster and as required perform weekend duties, out of hours work (planned and unplanned).

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Acknowledgement

Operator Water Treatment Operations

Employee Name: _____ Date: __/__/__

Signature: _____

Manager Infrastructure Services

Employee Name: _____ Date: __/__/__

Signature: _____