

APPLICANT PACK

# Operator Wastewater Treatment Systems

Richmond Valley Council



**Leading  
Roles**

People ▶ Performance ▶ Partners



**Richmond  
Valley  
Council**

## CONTACT

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# Contents

<a href="#"><u>The Role</u></a>	3
<a href="#"><u>Salary Package Information</u></a>	8
<a href="#"><u>About Richmond Valley Council</u></a>	9
<a href="#"><u>Living in the Region</u></a>	12
<a href="#"><u>Recruitment Process and Timeframes</u></a>	15
<a href="#"><u>Contact</u></a>	17
<a href="#"><u>Attachment: Position Description</u></a>	

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 2 Operator Wastewater Treatment Systems to join the Community Service Delivery Team.

The Operator Wastewater Treatment Systems is primarily responsible for providing a high level of service in the operation and maintenance of wastewater treatment and operations within the Richmond Valley region.

The ideal candidate will be experienced in the operations of wastewater treatment plants, with an ability to manage both aged and newer technology. They will also be motivated by the opportunity to have input into upcoming sewer treatment plant upgrade projects.



# Key Responsibilities

## Daily Operations Management

The Operator Wastewater Treatment Systems will have a comprehensive understanding of treatment plant operations, including maintenance, safety protocols and legislative regulations for testing and sampling. The position also requires experience in managing day to day operations of various plants and the ability to operate ageing and new technology.

## Problem-Solving

The role requires demonstrated knowledge and experience in diagnosing issues with the treatment process and the ability to make the necessary adjustments for smooth and efficient operations.

## Regulations

The Operator Wastewater Treatment Systems position requires a high-level of knowledge in wastewater regulatory requirements, and the ability to remain up to date with any changes. It will be crucial to escalate issues in a timely and appropriate manner when necessary to ensure continual compliance.

## Understanding of treatment plant operations.

Council's treatment plant fleet has some ageing technology and the Operator must have the experience and knowledge to run many plants.

Day-to-day operations include maintenance, activities, safety, understand the legislation and regulatory requirements for testing and sampling.

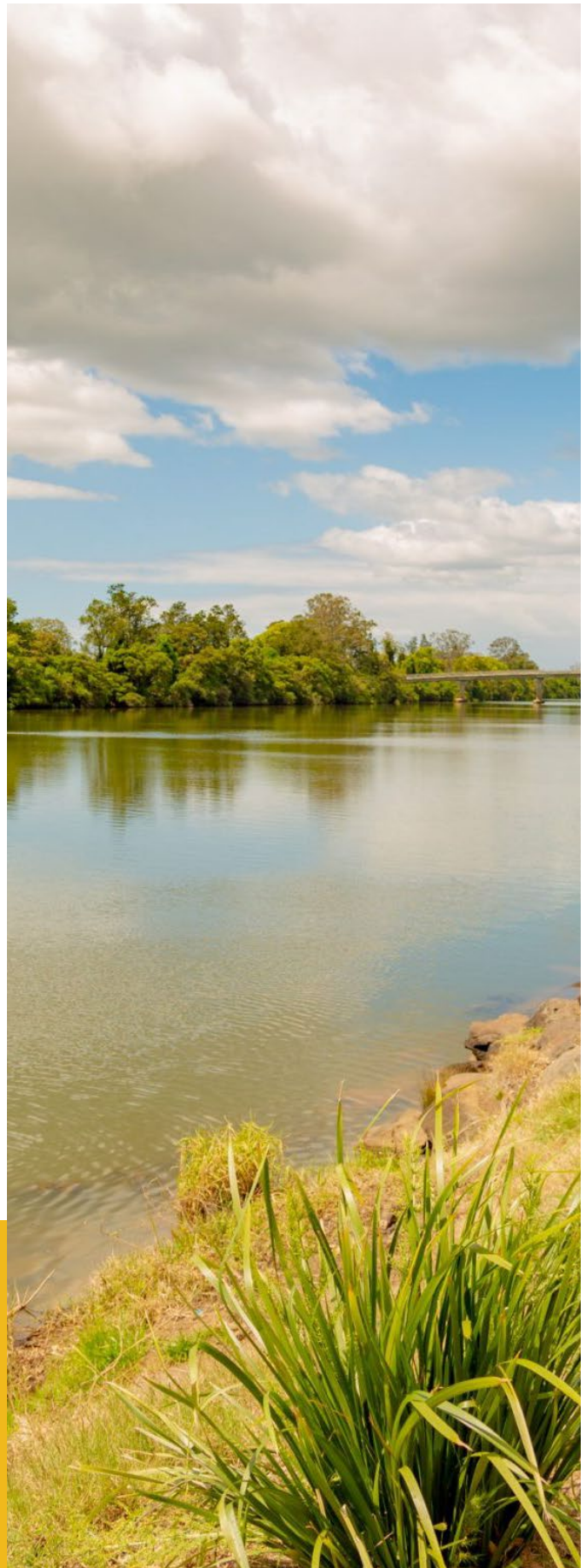
# Key Projects

The Operator Wastewater Treatment Systems will be provided with opportunities to input into the upgrades of sewerage treatment plants in both Evans Head and Casino.

# Challenges & Opportunities

The role offers an opportunity for candidates to expand their knowledge in advancing wastewater treatment technologies, with some plants scheduled for upgrades and others already operating with newer technologies.

An identified challenge associated with this position is the combination of field and office-based work, which requires a strong balance of organisational and technical skills.





## Internal Stakeholders

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

- Procurement team
- Electrical Team
- Fabrication Workshop
- Open spaces team
- Maintenance Staff

## External Stakeholders

- Environmental Protection Authority particularly during inspections.
- 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
- Sound ability to utilise technology, software and computers, with a willingness to expand skillset.
- Knowledge of chemical-based wastewater treatment processes.
- 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 \$56,180 - \$69,737
- Market allowance of up to \$20,000
- Super
- 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

Accessibility

Transparency



Good Service

Sustainability

Innovation

## COMMUNITY PRIORITIES

Connecting People and Places

Growing our Economy



Looking after our Environment

Making Council Great

## COMMUNITY OBJECTIVES

Fresh and Vibrant  
Community

Getting Around

Working Together

Driving Economic  
Growth

Building on our  
Strengths

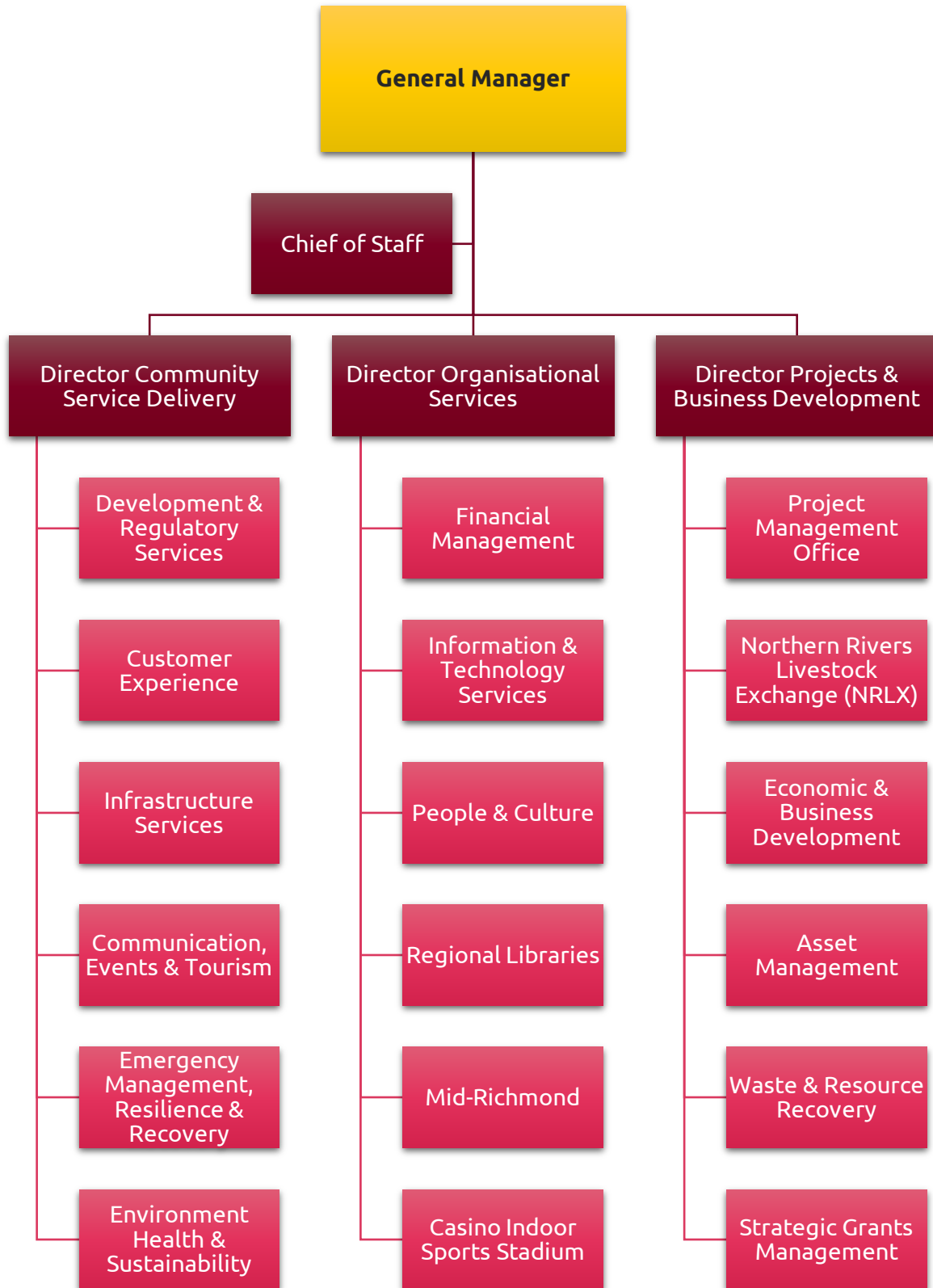
Managing our  
Waste and Water

Promoting the  
Protection of the  
Environment

Leading and  
Advocating for our  
Community

Great Support

# 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.
- Demonstrated knowledge in regulations related to wastewater treatment processes.
- Ability to diagnose treatment process issues and rectify where required.
- Proficiency in current wastewater treatment technology, with the motivation to advance skillset in newer technology advancements.
- Certificate III in Water Industry Operations or equivalent trade-based qualification.



## Applications Open

- Week Commencing  
Monday 11 March 2024



## Applications Close

- 5pm Monday 1 April 2024



## Initial Assessment

- Week Commencing 1 April 2024



## 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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ATTACHMENT

# Position Description



## ROLE DESCRIPTION

# Operator Wastewater Treatment Systems

<b>Directorate</b>	Community Service Delivery
<b>Unit</b>	Water Sewer
<b>Reporting to</b>	Team Leader Wastewater Treatment Operations
<b>Position Number</b>	101258
<b>Band</b>	1/3
<b>Grade</b>	6-8
<b>Date of Review</b>	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 wastewater treatment and operations in the Richmond Valley community.

## Key Accountabilities

- Undertake day-to-day wastewater treatment plant operation and maintenance 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 wastewater quality issues with appropriate corrective actions
- 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.
- Collection of data and information required for EPA reporting as directed by Operations Supervisor Water and Sewer
- Recommend improvements for Council's wastewater infrastructure that will facilitate better services or improve efficiency and reduce costs

## 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)
- Class MR Driver licence

### Desirable

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

## 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

Mobile Phone

### Emergency Warden Responsibilities

None

## 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 is required.

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



## Acknowledgement

### **Operator Wastewater Treatment Systems**

Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

### **Manager Water Sewer and Projects**

Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_