

APPLICANT PACK

Manager Water and Waste

Cook Shire Council



RECRUITING FOR:



CONTACT

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We respectfully acknowledge the Traditional Owners 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

Cook Shire Council serves one of the largest and most unique local government areas in Queensland, covering more than 106,000 km² across Cape York Peninsula. The Shire includes remote communities, townships and critical infrastructure that support community wellbeing, economic participation and environmental sustainability.

Council employs approximately 165 staff and delivers essential infrastructure and services across a geographically vast and climatically challenging environment. Water supply, wastewater treatment and waste management services are critical to maintaining safe, healthy and sustainable communities across the region.

Cook Shire delivers services across remote communities where infrastructure must operate reliably despite climatic extremes, distance between communities and limited access to specialist resources. The role requires a leader who is comfortable working in a practical operational environment while contributing to long-term infrastructure improvement.

Working closely with the Director Infrastructure, the Manager plays a key leadership role in maintaining reliable services while strengthening operational systems, improving asset management practices and supporting infrastructure renewal across the Shire.



The Opportunity

Cook Shire Council is seeking a practical and capable leader to drive the design and construction of a sewerage treatment plant in a town that previously had no sewer, also exploring alternative waste disposal and recovery options, including opportunities to reduce reliance on landfill.

Working closely with the Director Infrastructure, this role provides leadership and oversight of Council's water supply, wastewater, and solid waste management services across Cook Shire. Services are delivered across the entire shire, including water supply to four communities, wastewater services to three communities, and waste facilities across six sites, with waste collection services provided to seven distinct areas.

This is a hands-on leadership role responsible for ensuring reliable service delivery while improving systems, processes and operational performance across the portfolio.

The role offers the opportunity to lead the development, enhancement and end-to-end management of essential services, driving improvements that support community health, environmental protection and regional liveability.



Why This Role Matters

Water, wastewater and waste services are critical to remote communities. They protect public health by ensuring safe drinking water and preventing the spread of disease in areas where access to healthcare may be limited.

These services also play an important role in protecting the natural environment by safely treating sewage and managing waste, reducing pollution in local waterways and landscapes. This is particularly important in a region bordering the Great Barrier Reef and significant National Park areas.

Reliable services support community wellbeing, economic activity and long-term sustainability across the Shire.

The Portfolio Includes:

- Four water treatment plants, including a major \$8 million upgrade to the Coen Water Treatment Plant
- Three sewerage treatment plants, with design underway for a fourth facility in a previously unsewered community
- Five waste transfer stations
- One landfill

The role ensures the safe, compliant and efficient operation of treatment plants, networks and waste facilities while supporting infrastructure upgrades and service improvements.

Working closely with the Director Infrastructure, the Manager leads multidisciplinary teams and contractors to deliver essential services and maintain critical infrastructure across the Shire.

Key Responsibilities

The Manager Water and Waste will:

- Lead the safe and reliable operation of Council's water, wastewater and waste services across the Shire
- Ensure services operate in compliance with regulatory and environmental requirements
- Manage operational and capital budgets and ensure responsible financial management
- Oversee procurement, contract management and contractor performance
- Drive the planning and delivery of infrastructure upgrades and service improvements
- Monitor service performance, compliance obligations and operational risks
- Provide advice and reporting to the Director Infrastructure and Executive Leadership Team
- Foster a strong safety culture and promote continuous improvement across service areas

Workforce Leadership

The Manager Water and Waste will lead a multidisciplinary operational workforce, overseeing a team of approximately 28 staff.

Direct reports include:

- Water and Wastewater Coordinator
- Waste Coordinator
- Administration Technical Officer

Through these leaders and technical specialists, the Manager oversees a broader operational workforce including treatment plant operators, network operators, plumbers, waste facility operators and support staff located across multiple communities.

The successful candidate will lead a committed, resilient and knowledgeable workforce with deep local expertise and pride in delivering essential services to the community, while driving service, safety and environmental improvements.

Council is seeking a leader who can build strong relationships with operational staff, strengthen systems and processes and set clear expectations around accountability and performance.



Stakeholders

The Manager Water and Waste works closely with a range of internal and external stakeholders. Internal stakeholders include:

- Director Infrastructure
- Executive Leadership Team
- Infrastructure and engineering teams
- Asset management and finance teams

External stakeholders include:

- Community members across Cook Shire
- Queensland Government regulators and agencies
- Contractors, consultants and service providers
- Industry stakeholders

The role requires clear communication and the ability to prepare reports and advice that support informed decision-making and effective service delivery.



Key Projects

The Manager Water and Waste will support several important infrastructure initiatives across the Shire.

Coen Water Treatment Plant Upgrade

Council has committed funding for a major upgrade to the Coen Water Treatment Plant, strengthening water security for a remote community that can be isolated during wet season weather events.

Future Wastewater Treatment Infrastructure

Design work is currently underway for a fourth wastewater treatment plant to support service reliability and community growth.

Waste Management and Resource Recovery Improvements

Council is exploring opportunities to improve waste management systems and implement alternative resource recovery solutions, reducing reliance on transporting waste outside the Shire while maintaining the continued use of landfill, and improving local sustainability outcomes.

These projects require coordination across operational teams, internal Council stakeholders, the community, consultants and contractors.



Selection Criteria

To be successful in this role, candidates will demonstrate:

- Leadership experience in water, wastewater, solid waste or related infrastructure services, including oversight of operational teams and essential service delivery
- Strong operational and financial management capability, including experience managing budgets, contracts and service programs
- Strong understanding of regulatory compliance and risk management relevant to water, wastewater and waste service delivery
- Proven people leadership and stakeholder engagement skills, with the ability to lead teams, manage performance, communicate clearly and build effective working relationships
- Relevant qualifications in engineering, environmental services, utilities or a related discipline, or equivalent experience in water, wastewater or waste service delivery

Note: 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.



Remuneration & Benefits

Cook Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Salary package circa \$120,000 – \$150,000 + superannuation
- Full private-use vehicle
- Five weeks annual leave reflecting Council's remote location
- Relocation assistance available



About Council

Cook Shire Council governs one of Queensland’s largest and most geographically diverse local government areas, covering approximately 106,000 square kilometres across Cape York Peninsula.



The Shire is home to around 4,800 residents, living across a network of remote and regional communities including Cooktown, Coen, Lakeland, Laura, Rossville, Ayton, Bloomfield and surrounding localities.

Cooktown is the administrative and service centre of the Shire and plays a central role in tourism, government services and regional employment. Other communities support a mix of agricultural activity, mining, tourism, transport and public sector services, reflecting the Shire’s dispersed settlement pattern and diverse economic base.

The regional economy is underpinned by mining, agriculture, forestry and fishing, accommodation and food services, tourism and government services. Tourism remains a key contributor, supported by Cooktown’s cultural heritage, proximity to Cape York landscapes and its role as a gateway to the region. Agriculture and emerging industries around Lakeland and Coen continue to support regional employment and investment.

Cook Shire Council is comprised of a Mayor and six Councillors, elected for four-year terms. The elected body is supported by a Chief Executive Officer and an executive leadership team responsible for service delivery across infrastructure, community services, corporate governance and regulatory functions.

Council employs approximately 165 staff, delivering services across one of the most remote and infrastructure-intensive local government areas in Queensland. With a relatively small ratepayer base and a very large asset footprint, Council relies heavily on State and Federal Government funding to support essential services, disaster recovery and infrastructure renewal.

Links to Council Information





Corporate Plan Summary (2022-2027)

Cook Shire Council's Corporate Plan 2022–2027 sets the long-term strategic direction for the organisation and provides a clear framework for decision-making, service delivery and investment across the Shire. The plan reflects extensive community engagement and acknowledges the unique challenges of delivering services across one of Queensland's most remote and geographically dispersed local government areas.

Strategic Pillars

The Corporate Plan is structured around six interconnected strategic pillars that define Council's priorities and desired outcomes:

- 1. Places for People** - Enhancing liveability through improved public spaces, town centre amenity and advocacy for housing that supports growing and changing communities.
- 2. Wellbeing and Empowerment** - Supporting resilient, healthy communities through social services, community safety initiatives and advocacy for education, health and aged care services.
- 3. Accessibility and Connectivity** - Maintaining and improving transport, digital connectivity and essential infrastructure to ensure safe, reliable access across the Shire.
- 4. Economic Development** - Enabling sustainable economic growth through infrastructure advocacy, investment attraction, tourism development and regional partnerships.
- 5. Environmental Responsibility** - Protecting and managing natural assets while strengthening environmental resilience and disaster preparedness.
- 6. Organisational Capability** - Strengthening governance, financial sustainability, workforce capability and community engagement to support effective service delivery.

Key Projects and Initiatives

Delivery of the Corporate Plan is supported by a targeted program of projects and advocacy priorities, including:

- renewal and resilience of critical infrastructure, particularly roads, bridges, water and wastewater assets

Sources:

- [Cook Shire Council – Corporate Plan 2022-2027](#)
- [Cook Shire Council – Operational Plan 2025-2026](#)
- [Cook Shire Council – Annual Report 2024-25](#)

- housing and land tenure advocacy to address residential and workforce constraints
- place-based improvements to town centres and community spaces
- tourism and event development to support the visitor economy
- enabling infrastructure for business and industrial development
- community safety, wellbeing and emergency preparedness initiatives
- organisational and digital capability improvements

These initiatives are prioritised based on community feedback, risk, compliance obligations, funding availability and long-term financial sustainability.

How the Plan Will Be Delivered

The Corporate Plan is delivered through an integrated planning and reporting framework that aligns strategy, operations and resources.

Key delivery mechanisms include:

- Annual Operational Plans, translating strategic priorities into funded actions
- Annual Budgets and Long-Term Financial Forecasts, ensuring financial alignment and sustainability
- Quarterly reporting to Council, monitoring progress and managing risk
- Annual reporting to the community, providing transparency and accountability
- Ongoing community engagement, ensuring priorities remain aligned with community expectations

This approach enables Council to remain adaptable while maintaining a clear and disciplined long-term direction.



Financial Performance & Long-Term Financial Plan

Cook Shire Council operates in a highly constrained financial environment characterised by a small ratepayer base, extensive infrastructure responsibilities and significant exposure to natural disasters. Council's financial position is therefore heavily influenced by external grant funding, particularly through disaster recovery programs.

Current Financial Position (2025–26)

For the 2025–26 financial year, Council has budgeted:

- Operating revenue: \$85.6 million
- Operating expenditure: \$99.0 million
- Net operating position (before depreciation): approximately \$2.1 million
- Depreciation expense: \$15.5 million

Approximately \$55 million of operating revenue relates to Disaster Recovery Funding Arrangements (DRFA), which are restricted to the restoration of flood-damaged infrastructure and cannot be applied to general service delivery.

Council manages an asset base of approximately \$594 million, reflecting the cost of maintaining roads, bridges, water, wastewater and community infrastructure across a very large geographic area. With fewer than 2,800 rateable properties supporting this asset base, Council continues to experience a structural operating deficit once depreciation is considered.

Long-Term Financial Sustainability

Council's Long-Term Financial Forecast demonstrates a cautious and conservative approach, focused on:

- maintaining essential services such as roads, water, sewerage and waste
- prioritising asset renewal over new asset creation
- minimising debt while managing cash flow volatility
- maximising external funding opportunities
- applying disciplined rate increases aligned with community expectations and capacity to pay

Long-term sustainability remains dependent on continued advocacy for State and Federal investment, particularly in disaster resilience and infrastructure renewal.

Sources:

- [Cook Shire Council Budget 2025-26](#)
- [Long-Term Financial Forecast; Annual Report 2024-25](#)



Summary of Economic Development Strategy

Cook Shire Council's approach to economic development is focused on enabling sustainable growth in a highly remote and infrastructure-constrained environment. Council's role is primarily one of advocacy, facilitation and coordination, supporting private sector activity, employment and long-term regional resilience through investment in enabling infrastructure and strong partnerships.

Economic development priorities are closely aligned with Council's Corporate and Operational Plans and reflect the Shire's geographic scale, dispersed communities and reliance on external funding.

Council's strategic focus includes infrastructure advocacy to support housing, business development, tourism and essential services; strong partnerships with State and Federal governments to secure funding for regionally significant projects; support for existing and emerging industries to strengthen economic resilience; and place-based activation, particularly in Cooktown as the Shire's primary service and tourism centre. Strengthening the visitor economy through heritage, culture and events also remains a key priority.

The Cook Shire economy is underpinned by tourism, mining, agriculture, forestry and fishing, government services, and construction activity associated with capital works and disaster recovery programs. Council's economic development activities are designed to support these sectors while creating conditions for diversification and future investment.

Key initiatives include advocacy for housing-enabling infrastructure, water and wastewater services, roads and airports; land use planning and land tenure resolution to unlock development opportunities; tourism development and support for major events; facilitation of business and investment proposals; and planning for future commercial, industrial and airside development opportunities.

Economic development is embedded across Council's planning and delivery framework through integration with the Corporate Plan, annual Operational Plans and budget, coordination across infrastructure and planning portfolios, and ongoing engagement with industry, government and regional partners. This pragmatic, long-term approach positions Cook Shire to leverage its natural assets, cultural heritage and strategic role in Cape York while responding to ongoing economic and infrastructure challenges.

Sources:

- [Cook Shire Council – Corporate Plan 2022-2027](#)
- [Cook Shire Council – Annual Report 2024-25](#)

Respecting People Place and Progress

Organisational Culture and Community Satisfaction Survey Results

Organisational Culture

Cook Shire Council continues to strengthen its organisational capability, governance and service delivery systems to support consistent performance across a highly remote and geographically dispersed region. Recent initiatives have focused on improving transparency, internal systems, digital accessibility and workforce practices that support service continuity and resilience. Council has placed increased emphasis on communication and engagement, supported by the launch of a new Council website, expanded community outreach and clearer reporting on Council decisions, priorities and performance.

Community Satisfaction – 2025 Community Scorecard

Council undertook a Community Scorecard Survey in 2025, achieving strong participation across all major communities. The survey provided valuable insight into community perceptions of Council performance, service delivery and engagement.

Overall results indicated improving community confidence in Council, particularly in areas such as:

- governance and leadership
- access to information and communication
- Council’s visibility and engagement with the community
- understanding of Council’s role, priorities and constraints

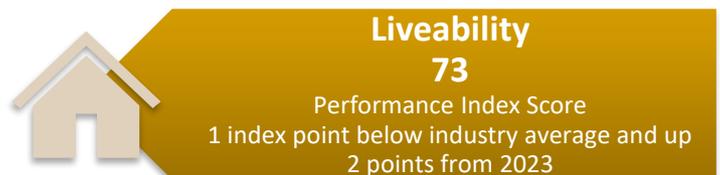
Respondents recognised improvements in how Council communicates decisions, provides updates on projects and engages with residents on budget and planning matters.

The survey also highlighted ongoing areas for improvement, most notably:

- roads and infrastructure condition and maintenance
- service reliability in remote communities
- responsiveness to customer requests and complaints
- managing expectations around funding constraints and delivery timeframes

These themes reflect the inherent challenges of servicing a large, remote Shire with a small ratepayer base and ageing infrastructure and have directly informed Council’s operational and budget priorities.

The Community Scorecard results were a key input into the development of the 2025–26 Budget and Operational Plan, reinforcing Council’s commitment to aligning service delivery, advocacy and investment decisions with community priorities and expectations.

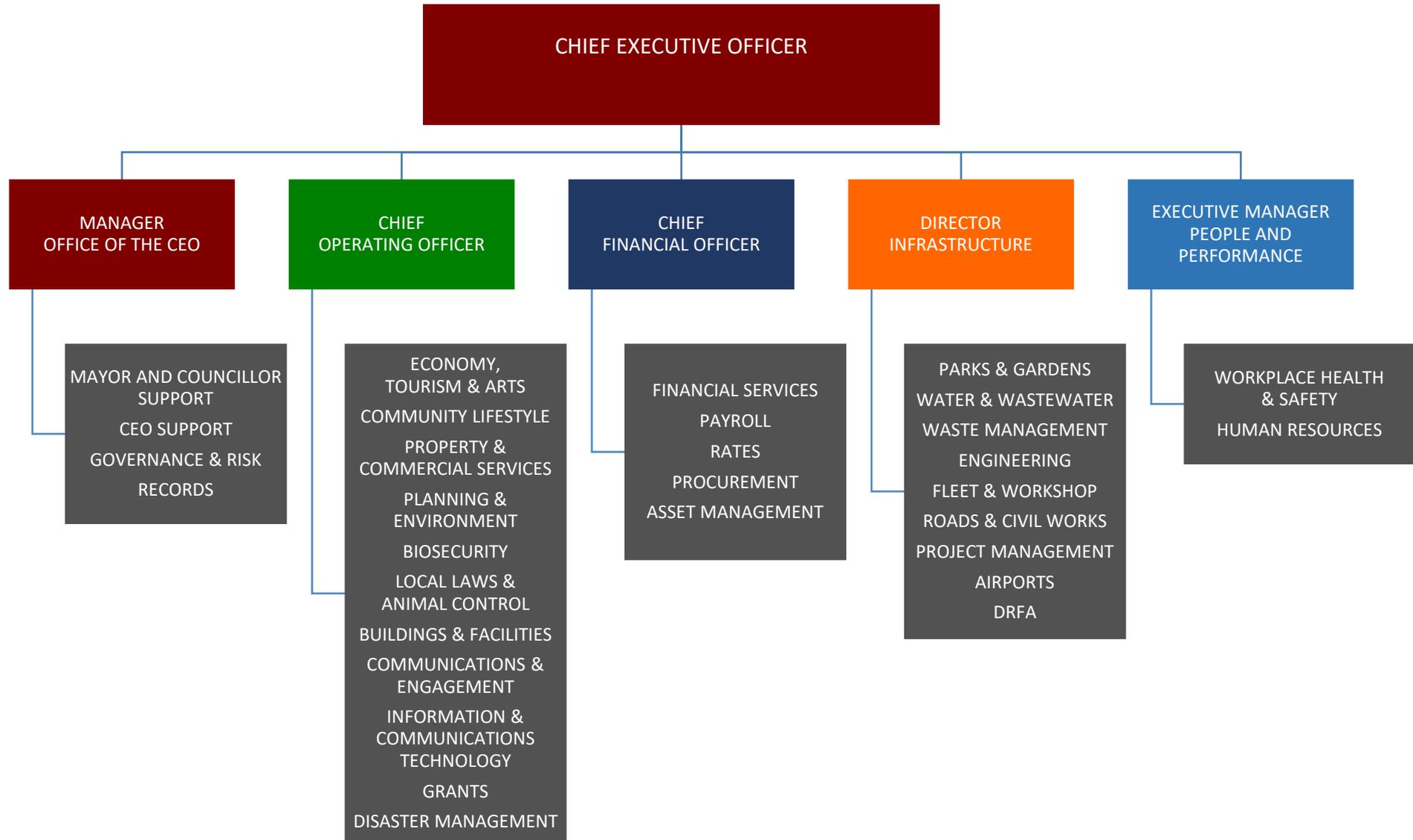


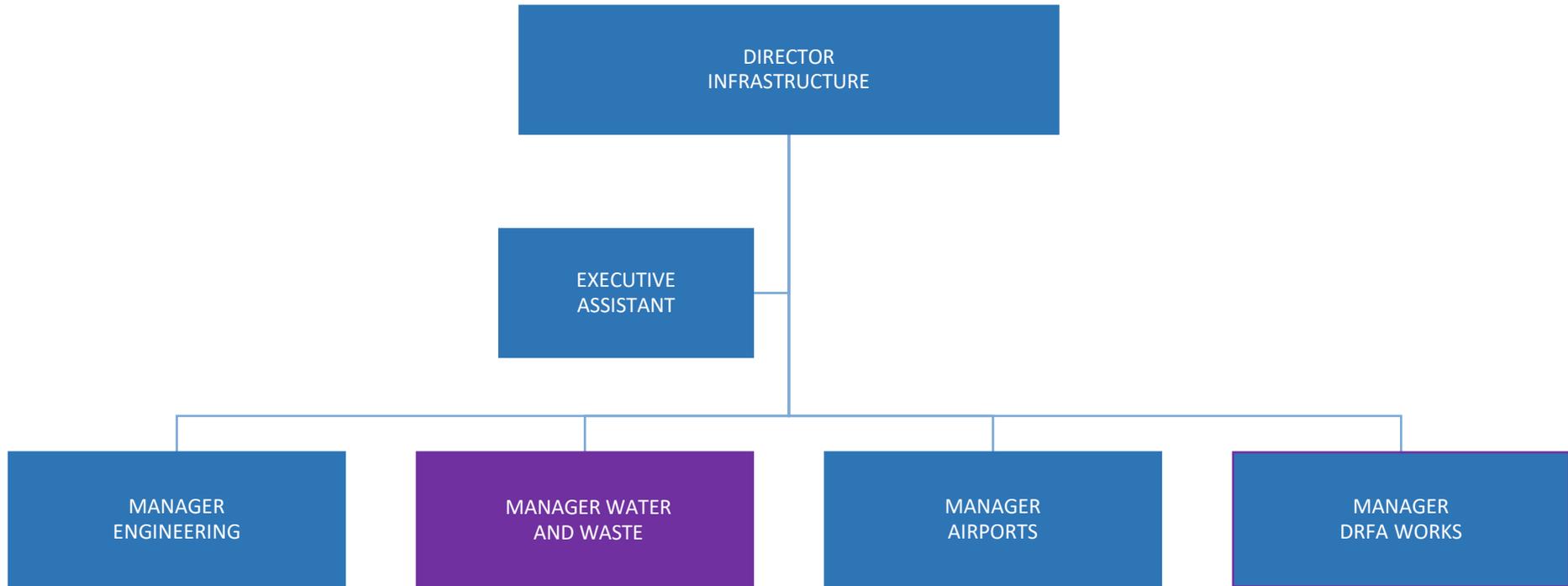
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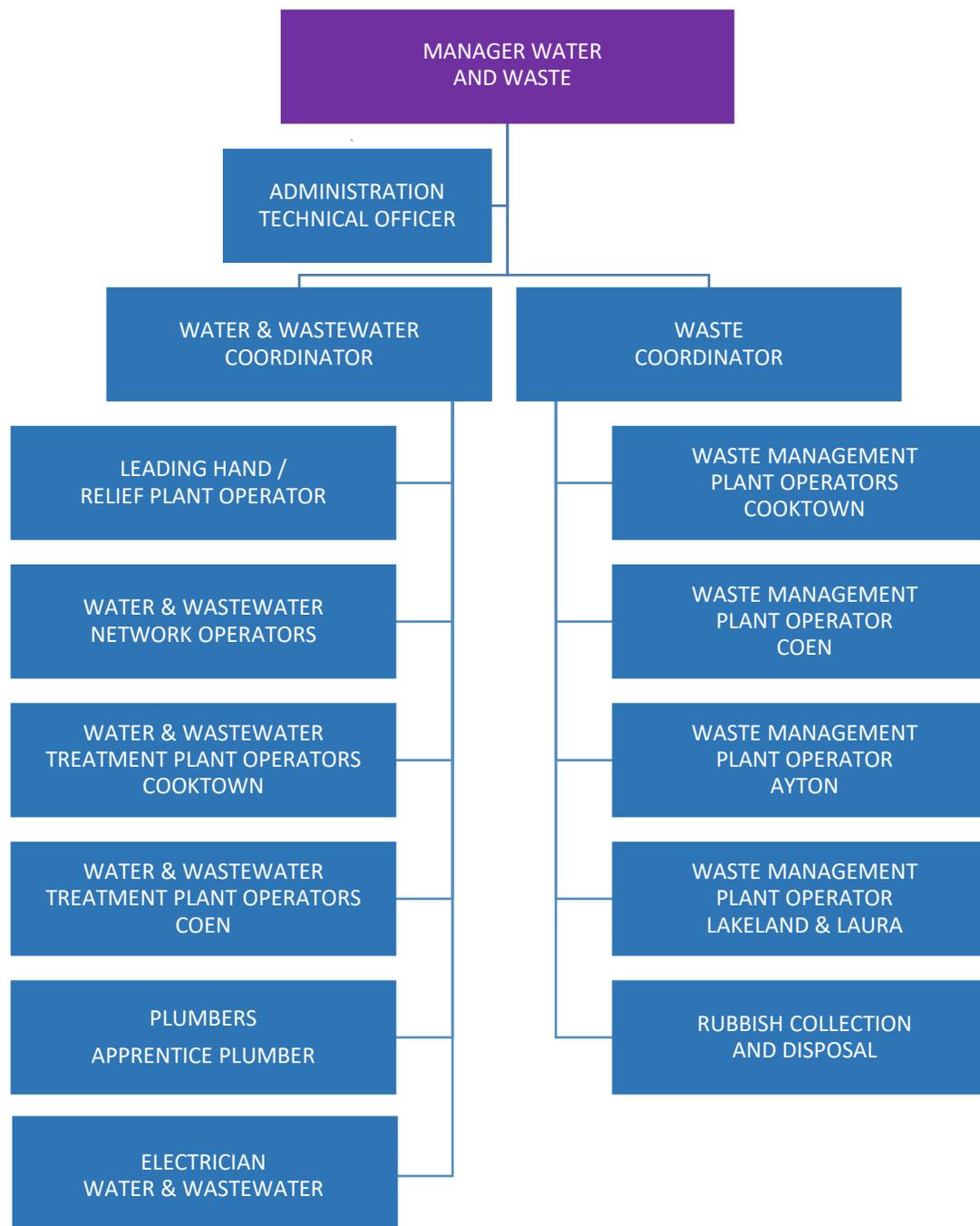
- [MARKYT Community Scorecard Report 2025](#)
- [Cook Shire Council – Annual Report 2024-25](#)

Organisational Structure

To deliver on Council's roles and responsibilities under the Community and Corporate Plans, the administrative arm of Council has an agile organisation structure, with service to the community as a key focus.









Living in the Region



Housing

Housing across Cook Shire reflects the region's remote and regional character, with a mix of detached houses, older Queenslander-style homes, modest modern dwellings and some unit-style accommodation, primarily concentrated in Cooktown. Housing availability can be limited, particularly for specialist and executive roles, and prices and rental availability fluctuate due to demand, construction costs and workforce housing pressures. Council and State Government investment in employee and key worker housing is contributing to gradual improvement in supply.



Educational Facilities

Cook Shire offers a range of early childhood, primary and secondary education options, centred largely in Cooktown. Facilities include Cooktown State School, Endeavour Christian College (Prep to secondary years) and St Mary's Catholic Primary School, with additional schooling options available in Coen and other communities. For tertiary education, residents typically access TAFE Queensland offerings delivered locally or online, with major universities including James Cook University and CQUniversity accessible through distance education or via Cairns.



Healthcare

Healthcare services are anchored by the Cooktown Multipurpose Health Service, providing hospital, emergency and residential aged care services. Primary healthcare is delivered through general practice clinics, community health services and visiting specialists, supported by the Royal Flying Doctor Service and retrieval services for higher-level care. Major tertiary hospitals, including Cairns Hospital, are accessible by air or road for specialised treatment.



Living in the Region



Shopping & Dining

Shopping and dining options are centred in Cooktown, which offers supermarkets, specialty retail, cafés, hotels and local restaurants. Retail choice reflects the size of the community, with residents accessing a mix of local businesses and essential services. Additional shopping and dining options are available in Cairns, which remains the primary regional centre for higher-order retail and commercial services.



Sports & Recreation

Cook Shire offers an active outdoor lifestyle supported by sporting clubs, ovals, gyms, aquatic facilities and community recreation spaces, particularly in Cooktown and Coen. Popular activities include football, netball, cricket, fishing, boating and swimming, alongside extensive opportunities for outdoor recreation, such as hiking, camping, four-wheel driving and nature-based pursuits. The region's natural environment and coastline provide a strong foundation for lifestyle and wellbeing.



Getting Around

Cook Shire is serviced by Cooktown Airport, with regular scheduled flights to Cairns, providing onward connections to major Australian cities. Regional airports at Lakeland and Coen also support charter and general aviation services. By road, Cooktown is approximately 330 kilometres north of Cairns, with a typical drive time of around four to five hours, depending on road and weather conditions. Public transport options within the Shire are limited, and private vehicles are the primary means of travel. Road access connects communities across the Shire, with travel conditions subject to seasonal impacts, particularly during the wet season.

To discover more about living in the region, visit council's ["Live + Work"](#) on the website.

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 **Selection Criteria (Page 9)**



Evaluation Process

Leading Roles and Cook Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Cook Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Week commencing 23 March 2026



Applications Close

- 5:00 pm AEST Tuesday 14 April 2026



Initial Assessment

- Commencing 14 April 2026



Council Interviews

- Week Commencing 27 April 2026 (TBC)

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

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 Human Resources 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.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



BELINDA WALKER

Executive Talent Consultant



Belinda is our senior talent consultant with over 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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-  belinda.walker@leadingroles.com.au
-  leadingroles.com.au

Client Rating 

Candidate Rating 



ATTACHMENT

Position Description

POSITION DESCRIPTION

Position Title	Manager Water and Waste
Division	Infrastructure
Location	Council's Depot Administration Office – 31 Charlotte Street, Cooktown
Award/Classification	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 8

1 POSITION OBJECTIVES

The Manager Water and Waste provides strategic, operational and financial leadership for all water, wastewater and waste services delivered by Cook Shire Council.

The position holds full accountability for safe, compliant, efficient and sustainable service delivery, including long-term asset lifecycle planning, infrastructure resilience, regulatory compliance and cost-effective operations.

Reporting to the Director Infrastructure, the Manager leads multidisciplinary teams and contractors to deliver high-quality essential services to the Cook Shire community.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Strategic Leadership and Governance

- Provide end-to-end management and strategic oversight of water, wastewater and waste services.
- Develop and implement service strategies, improvement programs and performance frameworks.
- Drive continuous improvement in service performance, asset management maturity and financial sustainability ensuring alignment with Council's Corporate Plan, Asset Management Plans and Long Term Financial Plan.
- Provide expert advice to the Director Infrastructure and Executive Leadership Team on risk, compliance, infrastructure investment and service performance.
- Monitor and report on service outcomes, compliance status and operational risks.

Service Delivery and Compliance

- Ensure safe, reliable and compliant operation of water supply, wastewater treatment and waste management systems.
- Maintain compliance with Australian Drinking Water Guidelines, environmental licences, public health legislation and local government obligations.
- Lead risk management, emergency response and business continuity planning across all service areas.
- Drive operational efficiency and continuous improvement initiatives.

Asset Management and Capital Planning

- Lead lifecycle asset management planning including condition assessment, renewal forecasting and capital prioritisation.
- Identify and assess opportunities for alternative waste management and resource recovery solutions
- Ensure asset data, registers and renewal programs are current and aligned with best practice principles.
- Align capital works programs with service levels, risk mitigation and long-term financial sustainability.
- Develop robust business cases for infrastructure upgrades and service improvements.

Financial and Commercial Management

- Develop and manage operational and capital budgets for all service areas.
- Monitor financial performance and implement cost optimisation strategies.
- Oversee procurement and contract management to ensure compliance, performance and value for money outcomes.

Leadership, Safety and Organisational Capability

- Lead and develop Coordinators, staff and contractors to achieve service objectives.
- Embed a strong safety culture and ensure compliance with Workplace Health and Safety obligations.
- Build workforce capability and promote a culture of accountability, collaboration and continuous improvement.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Bachelor's degree in civil engineering (Water and Wastewater), Environmental Engineering, or equivalent, or extensive relevant experience.
- Demonstrated leadership experience managing multi-disciplinary teams and contractors in water, wastewater and/or waste service delivery environments.
- Proven capability in strategic service planning, including development of service strategies, service levels, and improvement programs.
- Demonstrated experience in contemporary asset management practices, including lifecycle planning, renewal forecasting, condition assessment and capital prioritisation.
- Strong financial management experience, including operational and capital budgeting, cost control, and business case development.
- Demonstrated contract and commercial management skills, including procurement, performance monitoring and delivery of value-for-money outcomes.
- Demonstrated knowledge of legislative and regulatory compliance requirements relevant to water, wastewater and waste services (including ADWG, environmental licensing and local government obligations).
- Highly developed communication and stakeholder management skills, including the ability to prepare high-quality reports and provide advice to Executive Leadership and Council.
- Demonstrated risk management capability, including operational risk, compliance risk, service continuity and emergency response preparedness.
- Current Qld Class 'C' Driver's Licence.

3.2 Interpersonal Skills

- Ability to communicate complex technical, regulatory and financial information clearly and confidently to Executive Leadership, Council and external stakeholders.
- Proven capability to negotiate contracts, service agreements and infrastructure arrangements that have significant financial, operational and long-term implications for Council.
- Ability to lead, motivate and develop multidisciplinary teams, fostering accountability, collaboration and high performance.
- Strong relationship-building skills with regulators, contractors, community representatives and government agencies, maintaining professionalism in sensitive or high-risk situations.
- Capacity to manage and resolve operational, contractual or stakeholder disputes in a constructive and outcomes-focused manner.

- Ability to build support for strategic initiatives, asset investment programs and service improvements across internal and external stakeholders.
 - Sound judgement in navigating governance, compliance and reputational considerations within a local government environment.
 - Ability to communicate clearly and calmly during service disruptions, compliance issues or emergency situations, ensuring coordinated and transparent responses.
-

3.3 Training

- Training will be provided as required.
 - The incumbent may be required as part of this position to attend professional development opportunities.
-

3.4 Workplace Standards

- Demonstrate exemplary behaviour, serving as a role model for professionalism, ethical conduct, and a positive attitude.
 - Actively support the growth and development of team members by providing regular feedback, mentoring, and opportunities for professional development.
 - Foster an inclusive and supportive work environment where employees feel valued and motivated to achieve their best.
 - Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
 - Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
 - Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
 - Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
 - Contribute toward the overall efficient and effective operations of Council.
-

3.5 Workplace Health and Safety

- Ensure staff are implementing and adhering to all WHS policies and procedures, and promptly address any WHS concerns to prevent workplace incidents and injuries.
- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

3.6 Infection Control and Immunisation Requirements

- This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The position requires the incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation for the conditions of Hepatitis A and B.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Director Infrastructure.
- Oversees Council's Water & Wastewater and Waste Management functions.
- Liaises with Councillors, Council officers, consultants, contractors, regulators, government agencies, community members and other industry stakeholders.

5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per Cook Shire Council Procurement Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

6 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.
- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Manager/Supervisor: Director Infrastructure

Incumbent's Name: _____

Incumbent's Signature: _____ **Dated:** _____

Approved By: _____ **Dated:** _____

*Acting
Director Infrastructure*



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