

APPLICANT PACK

Group Leader Water & Waste Services

City of Coffs Harbour



RECRUITING FOR:



CONTACT

Belinda Walker

Executive Talent Consultant
Leading Roles

☎ 0411 449 447

✉ belinda.walker@leadingroles.com.au

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City of Coffs Harbour acknowledges the traditional custodians of the land, the Gumbaynggirr people, who have cared for this land since time immemorial. We pay our respects to their elders, past, present and emerging, and commit ourselves to a future with reconciliation and renewal at its heart.





About the Opportunity

The City of Coffs Harbour is located on the beautiful Mid North Coast of New South Wales. It is a vibrant regional hub with a population of approximately 79,000 people and a strong outlook for future growth. Known for its pristine coastline, mountain ranges and exceptional lifestyle amenities, the region offers outstanding work-life balance, natural beauty and a connected, forward-thinking community.

City of Coffs Harbour is seeking an experienced and resilient leader to take on the role of Group Leader Water and Waste Services, overseeing one of City of Coffs Harbour's most complex and high-impact service portfolios. Reporting to the Director City Infrastructure, the role has responsibility for the strategic and operational delivery of water, wastewater and waste services across the local government area.

This is a significant leadership opportunity to contribute to essential service delivery and long-term asset sustainability. The position plays a key role in City of Coffs Harbour's Senior Leadership Team, shaping cross-organisational strategy and governance and engaging directly with the Executive Leadership Team to ensure community and corporate priorities are aligned.

The Group Leader will lead a workforce of over 130 staff and manage six direct reports. The team includes professional, technical and operational personnel across water and wastewater operations, waste management, asset planning and project delivery.



Strategic and Operational Leadership

This role provides strategic oversight and day-to-day leadership for a large, diverse and business-critical portfolio. The Group Leader will guide the implementation of key water, sewage and waste strategies, oversee major capital programs including significant wastewater renewals, and be accountable for regulatory compliance, customer service and performance outcomes. Collaborating across departments and with external contractors, the role will drive efficiencies and sustainable outcomes while also supporting long-term planning for asset and infrastructure resilience.

Workforce and Cultural Development

The Group Leader will shape the culture and capability of a team that includes professional services, internal project delivery and frontline operations. With a focus on leadership development and team cohesion, the role will ensure clear direction, promote accountability and foster collaboration across all service levels. Supporting newly appointed leaders within the group will be a key focus, along with embedding operational improvements from recent restructures.



Stakeholder Engagement

The role requires strong internal and external engagement, including regular interaction with elected members, contractors and community stakeholders. The Group Leader will represent the portfolio at Council briefings and meetings, contributing to transparent governance and informed decision-making.

Internally, the position works in close partnership with legal, procurement, finance, asset services and other infrastructure and planning teams to ensure the smooth integration of projects and services. Externally, the role manages contract relationships across waste and water providers, and engages with regulators such as the EPA, NSW Health, DCCEEW and Dam Safety NSW.

The Group Leader will also participate in key regional networks, including the Regional Water Supply Scheme and the North Coast Regional Waste Group, providing valuable collaboration opportunities with neighbouring councils and industry leaders. These forums offer access to shared expertise, updates on emerging policy and opportunities for regional advocacy and innovation.

Stakeholder expectations, particularly in relation to waste services and contract performance, will require strong negotiation skills and political acumen. The role will also be a key point of contact in responding to community concerns and supporting waste education and engagement programs.



Key Challenges & Opportunities

The successful candidate will lead a portfolio with significant capital investment ahead in the next 10 years, including more than \$100 million in wastewater infrastructure renewals. The position presents opportunities to embed the newly adopted resource recovery waste strategy, guide the future of biosolids and organics processing, and uplift internal leadership and governance capability. It is also an opportunity to build stability and cohesion following recent structural changes and to shape the future of several key contracts that are due for renewal in the waste service area, ensuring strong governance and improved service outcomes.

Personal Attributes

City of Coffs Harbour is seeking a capable and confident leader who brings integrity, resilience and vision to the role. The ideal candidate will be a strong communicator, a strategic thinker and a skilled people leader. You will be comfortable managing complexity and risk, and confident in engaging constructively with elected members, staff and stakeholders. A future-focused and values-led approach to leadership will be essential.



Selection Criteria

- Extensive senior leadership experience in a similar role leading water, wastewater and/or waste services within a local government or utility environment.
- Proven expertise in asset management, capital works delivery and governance, with a strong track record in driving process, service and systems improvement.
- Demonstrated experience in contract negotiation, administration and performance management, including managing complex provider relationships.
- Strong stakeholder engagement and political acumen, with the ability to navigate complex internal relationships, elected member expectations and regulatory obligations.
- Demonstrated capability in leading multidisciplinary teams, with a focus on building leadership capability, strengthening workforce culture and embedding accountability and collaboration.
- Tertiary qualifications in Engineering or a related field. Chartered Professional Engineer (CPEng) status is highly desirable.

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 and Conditions

The City of Coffs Harbour supports its employees, granting them the opportunity to achieve positive outcomes. They work collaboratively to find solutions, both within the organisation and in collaboration with external partners, all while maintaining transparency and responsibility in all their pursuits.

A competitive remuneration package will be negotiated. The package will include:

- A permanent full-time position based on a 35-hour week.
- A salary of around \$180,000 per annum plus superannuation is on offer for the right candidate, with an optional leaseback vehicle available.
- Assistance and support with relocation will be available for the right candidate.
- Flex-time and other flexible arrangements available to support work-life balance.
- Staff have access to professional leadership and technical development programs and a collaborative, future-focused workplace culture that supports balance and wellbeing.

OUR VALUES

iCARE underpins our values.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.



About Council

Coffs Harbour, a coastal resort city cherished for its banana plantations, inviting resorts and temperate climate, finds its home amidst the breathtaking convergence of mountains and sea. In a significant milestone in 2021, Coffs Harbour proudly earned the distinction of becoming the first certified ECO destination in New South Wales.



Links to Council Information



City of Coffs Harbour governs the vibrant regional centre, strategically located between Sydney and Brisbane on the mid-north coast of New South Wales. With a population of 79,000 and an expansive 1,175-square-kilometer territory, the region seamlessly blends urban, suburban and rural environments.

Within its boundaries, the council encompasses not only the coastal city of Coffs Harbour but also several neighbouring suburbs, towns and rural localities. These include the charming communities of Sawtell, Toormina, Woolgoolga and Coramba, among others, each contributing to the rich tapestry of this region.

Coffs Harbour features a primarily rural character with expanding residential zones, rural residential enclaves, resorts and industrial and commercial areas. This extensive jurisdiction includes valuable natural assets such as national parks, state forests, parklands, pristine coastlines and inviting beaches. Agriculture plays a pivotal role, particularly in banana and blueberry cultivation and timber production, while tourism flourishes along the picturesque coastline.

The governance of City of Coffs Harbour is entrusted to eight councillors and a Mayor, and the local government area is not divided into wards. As one of the city's largest employers, the council boasts a dedicated workforce of over 640 staff, reflecting its pivotal role in shaping and sustaining this dynamic and flourishing region.



Financial Performance and Long-Term Financial Plan

Current Financial Position

For the 2024/25 financial year, the City of Coffs Harbour has demonstrated strong financial management, with total consolidated operating income of \$250 million and total consolidated operating expenditure of \$238M million, with capital expenditure of \$60 million. This reflects a sound operating position and the City's ability to fund its services and commitments effectively, while maintaining a focus on financial sustainability.

Long-Term Financial Plans and Goals

Looking ahead, the City's long-term financial strategy remains firmly grounded in maintaining budget surpluses, avoiding new borrowings and delivering significant capital investments. The 2024–2026 Delivery Program forecasts healthy operating results across the next two years, while continuing to invest in infrastructure through planned capital expenditure exceeding \$96 million over the same period. This ensures the Council can meet the growing needs of the community without compromising its financial health.

Key Financial Sustainability Metrics

The City's financial outlook is underpinned by a commitment to sustainability, with no new borrowings planned and a strong operating surplus projected over the next two years. The combination of positive net operating results, carefully managed expenses and strategic investment in assets signals a robust and sustainable financial framework.

The City of Coffs Harbour has positioned itself for ongoing financial resilience, delivering strong results in 2023/24 and setting a clear path forward through disciplined planning and responsible fiscal governance. With a solid surplus, zero net borrowings and major capital investments ahead, the City is well placed to continue delivering essential services and community infrastructure into the future.

Sources: "2023/24 Operational Plan, Quarterly Progress Report Detailed" (1 Jan to 31 March 2024)

"Adopted Delivery Program – Financial Information 2024-2026 (June 2024) - prepared by City of Coffs Harbour



Living in the Region



Housing

In the City of Coffs Harbour region, you'll find a housing landscape ranging from urban apartments to suburban homes, coastal cottages and rural properties. Housing affordability is a standout feature, catering to both homeowners and renters. The region's commitment to sustainability and quality of life makes it an attractive place to call home.



Educational Facilities

The City of Coffs Harbour region boasts a well-rounded education landscape catering to residents of all ages. It hosts a range of primary and secondary schools, both public and private, providing quality education for local students. Additionally, the region is home to TAFE (Technical and Further Education) campuses offering vocational training and courses for career development. For higher education, students can access various tertiary institutions through distance learning or at the local Southern Cross University.



Healthcare

The City of Coffs Harbour region is well-equipped with a comprehensive healthcare infrastructure. It features a range of medical facilities, including public and private hospitals, clinics and general practitioners, ensuring accessible and quality healthcare services for residents. The area is also home to specialised healthcare centres, offering services in various medical fields. Additionally, the region places a strong emphasis on community health and well-being, with numerous allied health professionals, mental health services and wellness programs available.

**For further information about living in the region visit
[“Relocating to Coffs”](#)**



Living in the Region



Shopping & Dining

The region offers shopping and dining experiences to residents and visitors alike. The area boasts a mix of shopping options, from modern shopping centres featuring well-known retailers to boutique stores and local markets showcasing unique finds. Dining is equally varied, with numerous restaurants, cafes and eateries serving everything from seafood to international dishes. From casual to upscale, the food scene caters to all tastes, ensuring a satisfying meal for everyone. The region has a wealth of options to explore and enjoy.



Sports & Recreation

The region provides an extensive array of sports and recreation facilities, catering to the active and leisurely pursuits of residents and visitors. Sporting enthusiasts can enjoy well-maintained sports fields, courts and facilities for various activities such as soccer, rugby, cricket, tennis and more. The region's natural beauty is complemented by numerous parks, walking trails and scenic spots, offering opportunities for outdoor recreation, picnics and relaxation. For water enthusiasts, the pristine coastline provides ample options for swimming, surfing and fishing. Additionally, there are golf courses, gyms and fitness centres to support health and wellness goals.



Getting Around

Coffs Harbour is served by an airport, the Coffs Harbour Airport (CFS), which provides domestic flights connecting to major cities in Australia. For ground transportation, the region is well-connected by road, with the Pacific Highway (M1) running through the area, linking it to Sydney and Brisbane. Public transportation includes bus services connecting different parts of the city, making commuting and exploring the area accessible. For those who prefer rail travel, Coffs Harbour lies on the North Coast line, with connections to coach services also available. Overall, the region's transportation options ensure that residents and visitors can easily get around and connect to nearby regions and cities.

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



Evaluation Process

Leading Roles and City of Coffs Harbour 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. City of Coffs Harbour 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 7 July 2025



Applications Close

- 5pm Monday 4 August 2025



Initial Assessment

- Week Commencing 4 August 2025



Council Interviews

- Week Commencing 18 August 2025 (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 close to 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: Group Leader Water and Waste Services	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: N/A	REPORTS TO: Director City Infrastructure
GRADE: L	EMPLOYMENT TYPE: Full Time
HOURS/WEEK: 35	POSITION No.: 1127
DATE: June 2025	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

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THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP

Our Water and Waste Services Group is responsible for planning, delivering, operating and maintaining the City's water, wastewater facilities and networks and waste management and resource recovery facilities.

POSITION OBJECTIVES

To provide strategic leadership and expert guidance to the Water and Waste Services Group in support of the City Infrastructure Directorate's commitment to delivering high-quality, customer-focused services aligned with the Coffs Harbour Community Strategic Plan. This role will lead the planning, delivery, operation, and maintenance of the City's water, sewer, and waste infrastructure and services, ensuring regulatory compliance, operational excellence, and sustainable asset management. The position is also responsible for fostering a culture of high performance, continuous improvement, and cross-organisational collaboration to enable integrated service delivery and long-term community outcomes.

SERVICES/FUNCTIONS TO MANAGED

- Water and Wastewater Services
- Waste Services
- Mechanical and Electrical Services
- Planning and Delivery Services (Water and Waste).

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.

- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Lead the development of asset strategies and asset management plans for water, sewer and waste assets.
- Ensure asset management planning delivers water, sewer and waste infrastructure that meets adopted service levels at minimum life-cycle cost
- Lead the development of the proposed asset construction and maintenance program and project delivery plan for water, sewer and waste assets
- Lead the project management and delivery of the annual capital works program meeting quality, time and budget requirements, while managing stakeholders, issues and risks
- Ensure detailed designs are construction ready and support the development of accurate cost estimates of works
- Ensure supplier contracts and agreements are robust and effectively managed
- Lead the effective operation of water and sewer services, including;
 - Operational and maintenance works associated with the water and sewer reticulation network, water treatment plants, water reclamation plants and reuse systems
 - Compliance with DPIE and EPA licencing requirements for all water and sewer treatment plants and systems
 - Ensuring water treatment plants and water networks meet the requirements of the Australian Drinking Water Guidelines and Department of Health criteria.
 - Effective mechanical and electrical services are provided for treatment plants, pump stations and associated facilities.
- Lead the effective operation of waste management services, including:
 - Research, development and community education on waste management and reuse processes and initiatives
 - Strategic planning, regulatory compliance (including EPA licencing requirements) and operational aspects of waste management facilities
 - Effective management of contracts and relationships for the delivery of waste management services
- Provide leadership and management to the Water and Waste Services Group through:
 - Mentoring, support and development of the people leaders within the Group for the development of flexible and skilled workforce
 - Monitoring, management and accountability of the teams' performance within the Group.
 - Leading and supporting change management and business improvement initiatives
 - Lead the development, implementation, monitoring and maintenance of a work culture based on the City's values, organisational awareness, and a results and customer focus in the delivery of service.
 - Ensuring a safety culture is at the forefront and embedded in all aspects of the roles and scope of works within the Group
- Ensure support for other Group Leaders who manage service delivery provision which is dependent upon infrastructure assets
- Implement effective and efficient budget cost control, project planning, reporting and management systems to satisfy internal and external requirements
- Provide professional advice and information other leaders, Councillors and stakeholders on relevant policies, programs and procedures
- Contribute to the development of the organisation's wider strategies, plans and policies
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Director City Infrastructure
- Executive Leadership Team
- Group Leader Transport and Open Space Services
- Manager CoastalWorks
- Section Leader Asset and Design Services
- Other Group and Section Leaders within the organisation
- Direct reports.

External

- Regional Water Supply Partners
- Coffs Coast Waste Services Partners
- Regulatory bodies (EPA, NSW Health, DCCEEW, NRAR, Dam Safety NSW).

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, working hours are weekdays between 06:00 and 19:00, actual start and finish times to be arranged between the employee and people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- In accordance with the City's Vehicle and Plant Use Procedure you may be eligible for a vehicle under Council's Leaseback provision whilst you are in this position.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Bachelors Degree in Engineering, Construction Management or equivalent related discipline
- Significant experience in civil construction of infrastructure assets and/or water and sewer operations and maintenance in either the private or government sector
- Current Class C Drivers Licence
- National Construction Industry Induction certificate (Whitecard).

Desirable

- Qualifications in Leadership
- Fluoride Plant Operator's Certificate issued by NSW Health
- Dam safety surveillance training as required by Dams Safety NSW
- Confined Spaces Entry statement of attainment
- Eligibility for full membership of Engineers Australia.

CAPABILITIES

- Demonstrated capability in developing asset strategies, asset management plans, and associated capital budgets.
- Strong technical knowledge of water, sewer, and waste asset operations and maintenance.
- Proven experience in civil contracting, including tendering and project management.
- Proficient in managing assets, contracts, and projects with a focus on cost control, quality, environmental compliance, and safety.
- Well-versed in WHS and risk management processes within a regulated environment.
- Proven ability to foster a strong safety and wellbeing culture across diverse work areas.
- Demonstrated success in delivering projects and services within agreed timeframes and budgets.
- High-level report and document writing skills, including strategies, submissions, tenders, and Council reports.
- Experienced in leading change, engaging stakeholders, and implementing new systems and processes.
- Strong leadership capabilities, with a values-driven, outcome-focused approach to managing diverse teams.
- Excellent interpersonal skills, with a proven ability to negotiate, influence, and build productive relationships.
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Position Demands Analysis

Group Leader Water and Waste Services

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

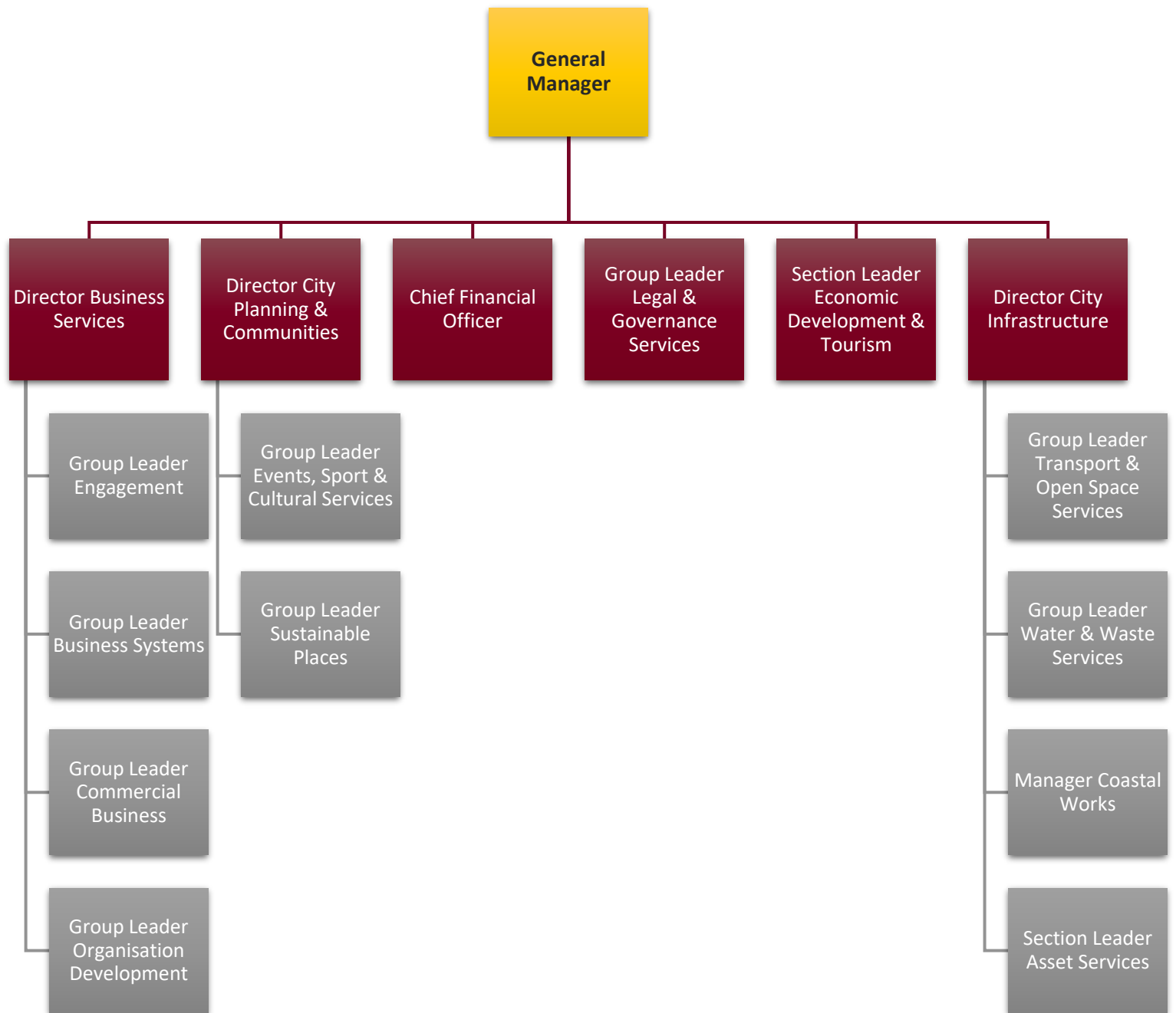
PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5 - 9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	0	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	1
Pushing loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Lifting with trunk twisting	1	Shovelling / digging	0	Fine manipulation	2
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone	3	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	2	Violence / aggression from animals / wildlife	0



ATTACHMENT

Organisational Structures

Organisation Structure



Water & Waste Services Group





Leading Roles

People ▶ Performance ▶ Partners

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