



PHCC | Working Together
Peel-Harvey Catchment Council

EMPLOYMENT OPPORTUNITY

Water Quality Improvement Program Manager

Integrating Water Quality Improvement into Catchment Management

Opportunity to play a leading role in a ground-breaking environmental water project.

The Peel-Harvey Catchment Council (Inc.) is calling for applications from skilled and motivated Environmental Engineers/Water Quality project managers to delivery water quality projects to improve the environmental health of the Peel-Harvey Catchment.

This 3 year contract position is best suited to a qualified Natural Resource Management practitioner with demonstrated experience in effectively managing the delivery of water quality projects with multiple project partners, within budget and timeframes.

Applicants will need to demonstrate sufficient experience and/or abilities in:

- project management including budgeting, reporting, project monitoring, evaluation and reporting;
- overseeing implementation of a complex, multi-disciplinary project;
- engagement and management of contractors;
- site negotiations and approvals;
- facilitating collaborative projects with multiple partners including all levels of government, industry, community and academia;
- understanding of natural resource management processes and issues relevant to water quality in the south west of Australia;
- working in a multidisciplinary environment and guiding strategic thinking;
- guiding adaptive management; and
- communicating and driving the vision and inspiring collaborative management.

In return the successful applicant will enjoy a positive, supportive and flexible work environment, hosted at the Peel-Harvey Catchment Council head office in Mandurah. The salary package is negotiable within range of \$82,010 – \$90,947 gross per annum, dependent on skills and experience. A vehicle will be made available for project delivery and may be negotiated for commuter use.

An employment information pack, including selection criteria and application procedures is attached.

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www.peel-harvey.org.au

The Peel-Harvey Catchment Council

“People Working Together for a Healthy Environment”

The Peel-Harvey Catchment Council Inc. (PHCC) is an incorporated, non-statutory, community based Natural Resource Management (NRM) group with an aim to assist in the integration and co-ordination of NRM in the Peel-Harvey Catchment. The membership of the Council comprises members of the community, state government agencies and local government with an interest in and understanding of, the sustainable use and management of our natural resources. The PHCC is currently delivering fixed term projects from various funding sources worth approximately \$8 million across the breadth of the catchment. The successful candidate will benefit from close working relationship with the skills-based steering committee.

For the purposes of our organisation, Natural Resource Management is defined as:

‘The ecologically sustainable management of the land, water, air & biodiversity resources for the benefit of existing and future generations, and for the maintenance of life support capability of the biosphere.’

The objectives of the Peel-Harvey Catchment Council, as defined in our constitution, are to:

- Inform, inspire and involve people in sustainable natural resource management (NRM) within the Peel-Harvey Catchment.
- Provide strategic direction for NRM within the catchment by facilitating an integrated, iterative NRM planning process.
- Provide leadership on NRM matters within the catchment and facilitate partnerships with the State and Commonwealth Governments to promote the sharing of responsibility for NRM with all levels of government.
- Actively seek and promote support for the integrated NRM planning process and the integrated NRM Plan at all levels of government, community and industry.
- Identify and seek resource opportunities for environmental improvement of the catchment and for organisations who undertake this role.
- Coordinate the efficient allocation of resources for NRM across the catchment and assist agencies to target their actions to be compatible with catchment priorities.
- Encourage institutional reform to achieve sustainable outcomes.
- Support communication and information sharing to improve the coordination of NRM activities within the catchment.

The Peel-Harvey Catchment encompasses an area of approximately 1,147,374 ha around the Serpentine, Harvey and Murray River systems (the latter includes the Hotham and Williams Rivers) that drain into the Peel Inlet and Harvey Estuary, part of the internationally significant, Ramsar listed Peel-Yalgorup System. The catchment extends up to 170 kilometres inland across the forestry, mining and agricultural areas to the Narrogin area and is 100 km north to south along the Swan Coastal Plain.

For further information about the PHCC please visit www.peel-harvey.org.au

Background

The Peel-Harvey Catchment Council has been engaged to delivery water quality outcomes under a number of contracts, including with the Department of Water to deliver components of the Regional Estuaries Initiative (REI). The Peel-Harvey is one of the six estuaries targeted for investment in the REI which is funded by the State Government Royalties for Regions program, to improve the health of regional estuaries.

The successful applicant will have the support of the PHCC Steering Committee, CEO, Science Advisor and consulting hydrologist, in the delivery of projects. Additional support will be provided from the Department of Water and Water Corporation (including potential engineering support). The extent to which support is required will be dependent on the successful applicant's skills and experience.

Key projects under the REI include:

1. Peel Main Drain offline water treatment

Strategic drainage intervention project involving the diversion of flow from a major drain into an adjacent water course and associated floodplain which has been previously excluded from the flow path. The purpose of the project is to simultaneously improve the environmental amenity of the site and reduce nutrient concentrations and organic matter contained within drain flow. Diverted flow will be subject to a treatment train approach consisting of natural and constructed elements, including:

- Pre-treatment within an existing natural watercourse.
- Phosphorous retention via flow through a constructed swale network.
- Further nutrient and organic matter reduction through precipitation of sediment within an existing extensive floodplain area.

Key project elements include:

- Diversion weir.
- Constructed swale network.
- Inlet and outlet control structures.

Project components will include:

- Site investigation and further development of the existing conceptual design for the project.
- Environmental assessment and associated environmental approvals.
- Civil design of structures.
- Negotiation of project elements with various agencies and stakeholders.
- Engage and manage consultants and oversee construction of the project.
- Develop and implement monitoring and evaluation program.

Project management role will be to oversee and manage the various project elements under the direction and supervision of the project management team. The Project Manager will oversee management, working with a multi-disciplinary team including a series of contractors and personal across multiple agencies who will be responsible for various elements of the project.

2. Best Practice Drainage – A collaborative approach from Mayfield Drain

This project is intended to deliver local environmental and water quality improvements within the Mayfield and adjacent catchments through the design and implementation of a series of targeted drainage intervention projects. Intervention works are likely to include, but not restricted to:

- Re-modelling drains and/or construction of swales.
- Construction of flow control structures designed to manipulate upstream groundwater levels to regulate surface / groundwater interactions.
- Re-introduce flow to natural areas of wetlands and floodplain storage where appropriate.

The project will include a series of project components, including:

- Site identification and selection.
- Site inspection and design of works.
- Negotiation with landholders and relevant authorities to undertake the identified works programs.
- Management of contractors and supervision of construction.
- Development and implementation of an effective monitoring and evaluation program.

The Project Manager's role will include overall oversight of the project and management of the range of technical resources and personnel in the delivery of the various project elements.

Potential additional projects, pending future contracts include:

1. Improving water quality through drain maintenance (REI with WaterCorporation)
2. Revision of the Peel-Harvey Water Quality Improvement Plan (REI with DoW)
3. Delivery of components of the Integrated Water Initiative under the Transform Peel Project (with Peel Development Commission)

Ongoing support for Local Governments in the Peel-Harvey to implement Water Quality Projects

JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	Water Quality Improvement Program Manager
LOCATION	Mandurah (58 Sutton Street)
EMPLOYER	Peel-Harvey Catchment Council (Inc.) with payroll function provided by the City of Mandurah

Employment Terms

EMPLOYMENT TERMS	This is a full time position, 38 hours per week. Some flexibility may be negotiated
LENGTH OF CONTRACT	3 years - to 1 August 2019
VEHICLE	A vehicle is provided for project delivery and may be negotiated for commuter use as part of the overall employment package
LEVEL/SALARY RANGE	\$82,010 - \$90,974 gross per annum, depending on skills and experience and vehicle negotiations
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	CEO
POSITIONS UNDER DIRECT SUPERVISION	Contractors/subcontractors engaged in delivery of projects
MANAGEMENT COMMITTEES	Project Steering Committee Peel-Harvey Catchment Council Inc. Peel-Harvey Catchment Council Executive Group Project Advisory Committee (relevant to REI projects only)

Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the PHCC, e.g. computer and appropriate software, remuneration for use of a mobile phone, personal protection equipment, and professional development
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Key Responsibilities

<p>Demonstrating a high level of initiative in accordance with the autonomy of the position:</p> <ul style="list-style-type: none">- Practise and advocate Principles and Values of the PHCC, including those that guide interpersonal behaviour, professional practice and catchment management practitioners- Deliver the Water Quality Improvement Program, including: meeting contractual requirements including all milestone timeframes, undertaking all reporting requirements, and delivering the project in accordance with their intent- Liaise and collaborate with key stakeholders, project partners, and related project managers- Maintain and develop positive relationships with key stakeholders, project partners, related project managers and funding partners- Manage project budget, with the approval of the budget and expenditure being ratified by the Chief Executive Officer

- Ensure a high level of Occupational Health and Safety standards for self, colleagues, contractors and stakeholders
- Present written and oral technical advice to the Peel-Harvey Catchment Council in response to matters relating to the management of the program
- Contribute to the effective operation of the Peel-Harvey Catchment Council

Statement of Duties

Under the guidance of the WQIP Steering Committee and the CEO the successful applicant will be responsible for:

- Implementation of the Regional Estuaries Initiative Project Components, including the Peel Main Drain and Best Practice Drainage projects, within project timeframes, budget and contractual conditions in accordance with the project’s intent, including:
 - Engaging with stakeholders, project partners, and related project managers
 - Preparing project budgets for approval
 - Preparing and administering tenders/requests for quote
 - Preparing work-plans based on required outcomes for the projects
 - Executive support to the Project Steering Committee, including meeting and reporting on a regular basis on project outcomes
 - Provide regular reports, including financial activity statements to the Steering Group, DoW and PHCC in accordance with the Project Plan
 - Establish standards and systems to assist project implementation, including monitoring and evaluation
- Present written and oral advice in response to matters relating to the project/s;
- Raise public awareness of the project/s through regular items in local and social media;
- Provide relevant information for the PHCC website and other awareness raising activities;
- Provide the drive and coordination of improved management systems for adaptive catchment and waterways management, addressing current and future risks;
- Ensure a high level of Occupational Health and Safety standards for self, colleagues and stakeholders;
- Contribute to the effective operation of the Peel-Harvey Catchment Council;
- Undertake all project reporting requirements;
- Represent the PHCC as appropriate and within limits of the project;
- Report as appropriate to the PHCC in regard to the progress of the project;
- Identify opportunities for future/additional funding for water quality projects during and beyond the life of this project;
- Liaise with other natural resource management professionals where this complements delivery of the WQIP program.

Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	<ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia • High level of capacity for self-motivation, developed time management skills and an ability to meet deadlines • Current 'C' Class drivers licence • Computer literacy and proficiency in use of MS Office Software (including Word, Excel, PowerPoint and Outlook) • Ability to work independently, use initiative and prioritise workloads • Excellent organisational skills • High level of interpersonal skills, including ability to effectively engage with internal and external stakeholders • Excellent written and verbal communication skills • Excellent attention to detail with a high level of professionalism • Ability to work in a dynamic environment
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	<ul style="list-style-type: none"> • Bachelor Degree or higher degree in Water Resources Management, Environmental Engineering, Environmental Science (hydrology and water resources) or similar relevant field. • Demonstrated understanding of integrated water management, water resource management processes and issues in the south west of Australia, including water sensitive urban design principles related to stormwater management • Demonstrated experience in project management, including budgeting, reporting, contract management, project monitoring, evaluation, reporting and improvement • Demonstrated ability in applying adaptive management practices to natural resource management • Demonstrated understanding of environmental planning and policy implementation and environmental regulation • Demonstrated understanding of surface water and groundwater interactions and groundwater/aquifer conceptualisation • Demonstrated experience in managing staff and/or contractors and providing executive support to a project management committee. • Demonstrated experience in working with the community • Excellent communication, negotiation and interpersonal skills including the ability to facilitate strong working relationships with diverse stakeholders groups
DESIRABLE	<ul style="list-style-type: none"> • Experience in hydrology, groundwater and drainage modelling • Experience in performing environmental and operational risk assessments relevant to the REI projects and Integrated Water initiative described above • Experience in compiling funding/grant applications and acquittals • Familiarity with geographic information systems (GIS)

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present