



POSITION DESCRIPTION

Position Title	Water Sensitive Cities Officer	Classification	Band 6
Directorate	Infrastructure and Environment	Department	Community Infrastructure Delivery
Direct Reports	Nil	Date	July 2026
Reports to	Team Leader Civil Projects		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

Cardinia Council spans several diverse environments and therefore provides stormwater management opportunities. Creeks in our hill's region are the headwaters of the Yarra River and a priority area for Melbourne Water's Healthy Waterways Strategy. Significant civil works will be delivered in this region by our Sealing the Hills program, stormwater management is key to maintaining the value of these creeks and streams. The growth corridor and the flats in the south of the Shire flow to the RAMSAR listed environment of Westernport Bay. The majority of our existing and future WSUD assets are in the Westernport catchment. The Cardinia Creek catchment drains to Westernport and is also a priority waterway, this includes part of the Officer South Employment Precinct which has high ambitions for integrated water management.

The Water Sensitive Cities officer will be responsible for providing specialist professional advice relating to Water Sensitive Urban Design (WSUD) and Integrated Water Management to Cardinia Shire Council staff and the local community. More specifically, objectives of the position include:

- providing professional oversight of the design, construction and management of WSUD and other environmental drainage treatments on Council projects to an accepted standard and ensuring that works are carried out in an effective, efficient and safe manner.
- Building capacity within Council in Integrated Water Management and Water Sensitive Urban Design. This will take various forms, including but not limited to project-specific technical advice, delivering or facilitating training sessions to address knowledge gaps, embedding WSUD-based processes within existing assessment frameworks and formalising cross-organisation collaboration.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Assist with Flood Modelling Project undertaken by Melbourne Water by meeting with and providing assistance to Melbourne Water and their consultants
- Work with and / assist the relevant Planning Teams on the Planning Scheme amendments that result from this flood modelling
- Assist in the development of flood mitigation measures for areas. towns identified through flood and drainage investigations
- Support the Planning & Design, Community Infrastructure Delivery and other Capital works delivery teams in approval, design review and construction issues and the Operations teams for maintaining assets
- Deliver Improvement Actions from the WSUD AMP
- Manage WSUD capital works program, maintain oversight of WSUD asset condition through Council
- Deliver a planning and development guideline for WSUD specific for Cardinia and support Statutory Planning, Community Infrastructure Delivery and Operations in implementation of the guidelines
- Provide advice to and work with Community Groups such as 'Landcare' on Water Sensitive Issues
- Supervision of engineering/environmental consultants engaged to undertake investigation/design projects
- Delivery of specific components of Council's Integrated Water Management Plan
- Work with the Environment & Heritage business unit to deliver stormwater-based initiatives through their capital works program, such as develop and implement strategies and programmes of future works and associated funding requirements relating to drainage for sustained improvements in water quality through WSUD
- Promote community engagement in Integrated Water Management projects via Council newsletter and internal communications team
- Liaise with officers of Melbourne Water, VicRoads/DTP, DELWP, and other authorities, professionals, and the public as appropriate
- Ensure projects managed can be delivered on time and within budget
- Undertake and document appropriate inspections of approved developments as appropriate
- Consult with members of the community to ensure adequate public participation in related Council programs
- Prepare scoping documents for civil infrastructure projects for consideration as part of Council's Capital Works Program. Prepare grant applications and award submissions
- Undertake other tasks or projects as directed
- Respond to ratepayers and members of the public in an effective and timely manner.
- Prepare timely responses in written and verbal form to technical based correspondence and customer inquiries.

General

- As part of a team, contribute to the development of organisational, strategic and business plans for the achievement of financial, quality management and customer service targets.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Prepare council reports on relevant topics

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Problem solving may involve the application of these techniques to new situations.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Proficiency in the application of a theoretical or scientific discipline including the underlying principles as distinct from practices.
- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

- Manage business unit operational budget within set parameters and delegation of authority.
- Data analysis and report writing, with a strong attention to detail.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public, other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma and some relevant experience OR lesser formal qualifications with substantial experience (or through substantial relevant experience in the field of specialist expertise) OR through substantial relevant experience in the field of specialist expertise.
- A current Victorian driver's licence.

KEY SELECTION CRITERIA

- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of relevant policies, procedures and relevant acts and regulations.
- Proven experience in a supervisory role (if applicable).
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure	This is a full time, maximum term position.
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.