# Position Details

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| **Position title:** | **Principal Water Officer** |
| **Award Classification:** | Band 8 |
| **Department:** | City Planning & Sustainability |
| **Division:** | City Development |
| **Date Approved:** | October 2026 |
| **Approved By:** | Manager City Planning and Sustainability |

## Organisational Relationships:

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| **Reports To:** | Head of Sustainability & Climate Change |
| **Supervises:** | Up to three (3) Sustainability & Climate Change Officers |
| **Internal Stakeholders:** | Council employees (including Property and Assets, Project Services, City Design, City Policy, City Planning, Community Service Planning Open Space, Recreation and Community Resilience and teams) Executive Team and Councillors |
| **External Stakeholders:** | Members of the public, residents, businesses, Victorian and Australian Government Department, Authority and Agency representatives, Local Government representatives, consultants, and contractors. |

# Position Objectives

- Lead Council's approach to Integrated Water Management (IWM), including developing and delivering strategies, policies, projects and initiatives which achieve water security, water quality, flood management, and community awareness outcomes for Council.
- Support the Head of Sustainability & Climate Change to embed a culture of professional practice and collaboration within the Sustainability & Climate Change team across the specialist areas of integrated water management, climate adaptation and resilience, decarbonisation, and environmentally sustainability design.

## Key Responsibilities and Duties

- Lead the development, implementation, monitoring and reporting of Council's integrated water management strategies, policies, programs and commitments.
- Provide specialist advice to councillors, executives, managers, staff and the community on water management priorities, opportunities, risks and legislative requirements.
- Manage complex and multi-disciplinary water projects, ensuring delivery within approved scope, budget, quality and timeframe requirements.
- Build and maintain effective partnerships with government agencies, water authorities, industry bodies, councils and other stakeholders to advance integrated water management outcomes.
- Identify, evaluate and apply emerging policy, regulatory, technical and industry developments to support informed decision-making and continuous improvement.
- Ensure Council meets its statutory obligations and strategic objectives relating to water management, environmental sustainability, climate adaptation and resilience.

## Accountability and Extent of Authority

- Accountable for leading the planning, delivery, monitoring and reporting of Council's integrated water management programs, projects and initiatives, ensuring agreed outcomes are achieved.
- Responsible for overseeing allocated project budgets, external funding and resources, and for providing direction, guidance and support to Sustainability Officers and project team members.
- Operates with minimal supervision and a high degree of autonomy, working within legislative, policy and strategic frameworks to determine priorities and deliver agreed work programs.
- Authorised to provide specialist advice and recommendations to management, councillors, staff and external stakeholders on water management, sustainability and compliance matters.
- Accountable for building organisational capability, fostering collaboration across the organisation, and ensuring Council meets relevant legislative obligations, strategic commitments and service delivery objectives.

## Judgement and Decision Making

- Exercise substantial independent judgement in leading Integrated Water Management initiatives, making decisions that directly influence Council's strategic, environmental and community outcomes.
- Apply advanced professional expertise to assess complex technical, policy and regulatory issues, develop options and recommend appropriate action in often ambiguous situations.
- Make informed decisions within established legislative, organisational and strategic frameworks, seeking guidance from the Head of Sustainability & Climate Change on matters with significant organisational, financial or political implications.
- Provide authoritative advice and recommendations to management, councillors and stakeholders, balancing competing priorities, risks and opportunities to achieve outcomes.
- Identify emerging issues, risks and opportunities, and develop innovative, evidence-based solutions that support Council objectives and continuous improvement.

## Specialist Skills and Knowledge

- An excellent understanding and knowledge of Council, divisional and departmental objectives, and the ability to align integrated water management outcomes with organisational priorities, strategies and legislative obligations.
- An excellent understanding and knowledge of integrated water management, including water security, water quality, stormwater management, flood risk management, climate adaptation, environmental sustainability and relevant policy and regulatory frameworks.
- A highly developed ability to analyse and interpret complex technical, scientific and policy information, and apply sound strategic judgement to develop practical and innovative solutions.
- An excellent understanding and demonstrated expertise in leading and delivering complex, multi-disciplinary projects efficiently, including prioritising resources, managing risks, meeting deadlines and achieving agreed outcomes.
- A demonstrated knowledge of government policies, funding programs and stakeholder environments, with the ability to provide authoritative advice, influence decision-making and build organisational capability across water management matters.

## Management Skills

- Advanced ability to plan, prioritise and manage own workload, projects, budgets and resources to deliver complex programs within agreed timeframes and organisational objectives.
- Demonstrated capability to coordinate and oversee the work of others, ensuring resources are allocated and outcomes are achieved within quality, budget and scheduling requirements.
- Ability to provide advice, guidance and mentoring to staff on integrated water management and sustainability matters, building capability and supporting consistent delivery of outcomes.
- Proven leadership and collaborative skills, with the ability to lead cross-functional and multi-agency projects, influence stakeholders and achieve shared objectives.
- Strong capacity to monitor performance, evaluate outcomes and drive continuous improvement in systems, processes and service delivery.

## Interpersonal Skills

- Highly developed verbal communication, negotiation and influencing skills, with the ability to build productive relationships and gain cooperation from councillors, executives, staff, government agencies, industry stakeholders, community groups and members of the public.
- Strong stakeholder engagement and consultation skills, including the ability to communicate complex technical and policy issues clearly to a diverse range of audiences and facilitate collaborative outcomes.
- Demonstrated ability to manage sensitive, complex and potentially contentious issues with professionalism, sound judgement and a customer-focused approach.
- Highly developed written communication skills, including the preparation of reports, strategies, briefing papers, business cases, funding submissions, correspondence and presentations for a range of internal and external audiences.

- Ability to represent Council professionally in meetings, forums and partnerships, and to provide clear, accurate and authoritative advice on integrated water management and sustainability matters.

## Qualifications and Experience

- Academic: Degree qualification in Environmental Science, Environmental Engineering, Geography, Sustainability, Climate Change, Natural Resource Management, Planning, or a related discipline.
- Experience: Minimum seven (7) years' experience in sustainability, climate and water related strategy and policy development, climate and flood risk management, environmental sustainability, urban design, integrated water management, or a related field within government or a similarly complex organisational environment.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

### Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Demonstrated experience leading the development and delivery of integrated water management and broader sustainability strategies, policies, programs and projects in a complex organisational environment.
- Extensive knowledge of sustainability and integrated water management, including water security, water quality, stormwater management, flood mitigation, climate adaptation and relevant legislative frameworks.
- Proven ability to provide strategic advice, analyse complex technical and policy issues, and develop practical, evidence-based solutions.
- Highly developed stakeholder engagement, negotiation and partnership skills, with experience working across government, industry and community sectors to achieve shared outcomes.
- Demonstrated success in managing complex projects, budgets, contracts and funding programs to achieve agreed objectives within time and resource constraints.
- Excellent written and verbal communication skills, including experience preparing high-quality reports, briefing papers, business cases and presentations for senior management, councillors and external stakeholders.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and*

*spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*