



QWRAP Regional Coordinator

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	WIMWA QWRAP Regional Coordinator		
Classification:	QWRAP Funded Role	Position Status	Contract subject to Queensland Government QWRAP Funding (12 months with option to extend)
Fees:	Notionally \$35,000 + expenses		
Reports to:	Chair WIMWA	Location:	Online and site

Queensland is the second largest state in Australia and has a decentralised population with over 370 public water supplies. Public water and sewerage services outside of South East Queensland are provided by 66 local government (Council) service providers. These councils provide water and wastewater services to larger regional cities and also to small or remote communities across Queensland. In order to collaborate on management of providing services to their communities many Councils have agreed to participate in the Queensland Water Regional Alliance Program (QWRAP). There are currently nine (9) QWRAP regions at various stages of development and participation.

QWRAP is funded by the Queensland Government to support local governments wishing to progress regional approaches for the provision of drinking water and sewerage services.

The Greater Whitsunday Regional Organisation of Mayors (GWCoM) comprises representatives from the Mackay Regional Council, Isaac Regional Council and Whitsunday Regional Council and together these Councils form the Whitsunday Isaac Mackay Water Alliance (WIMWA).

As one of the first QWRAP Water Alliances to form, WIMWA was formed in early 2015 with terms of reference endorsed by GWCoM in May 2015. The Alliance partners work together to explore opportunities for water reform and collaborative projects in the Greater Whitsunday Region. GWCoM is committed to supporting the efforts of the Alliance and its continued advancement to the higher levels of the QWRAP collaboration maturity model.

Through the WIMWA Alliance Leadership Group (ALG), GWCoM is seeking a suitably qualified water professional/consultant to continue the administrative, governance, project management, coordination and communication services for the duration of the funding term to build sustainable collaboration among the Greater Whitsunday Councils and to ensure successful delivery of QWRAP projects and objectives.

DUTIES AND RESPONSIBILITIES

The role of the Regional Coordinator is to lead the process of regional collaboration on water reform through the provision of coordination, support and management in liaison with the member councils and the WIMWA team. Specifically:

- Coordinate the Water Regional Alliance project (QWRAP) under the oversight of the WIMWA ALG and the GWCoM.
- Provide professional and strategic advice to the member councils and WIMWA members to foster teamwork and cooperation between Councils and other key stakeholders in the region on water and wastewater related matters.
- Be the principal reporting officer for WIMWA in convening and administering meetings.
- Support the development of regional water and waste-water projects, including preparation of QWRAP bid pool funding applications and acquittals.
- Support the identification and implementation of regional benefits through collaborations, joint procurement, resource sharing and innovative approaches to the delivery of water and sewerage services within the region.
- Work closely with the WIMWA ALG to ensure clear and considered advice is provided to GWCoM and member councils on matters relating to QWRAP.

Specific duties nominated in the model QWRAP Regional Work Plan include:

KPI	KPI Related Activities
Administration	<ul style="list-style-type: none"> • Arrange/Manage four face-to-face meetings per annum for the WIMWA team inclusive of an Annual Forum. • Prepare Meeting Agendas and circulate a minimum of 7 days prior to the meeting. Circulate request for agenda items at least a week prior to distributing Agenda papers. • Prepare Meeting minutes and circulate accurate draft minutes within 7 days of the meeting.
Support	<ul style="list-style-type: none"> • Coordinate and execute identified action items within the specified time frame. • Communicate with and include regulatory authorities as appropriate e.g. Water Regulator and Environmental Regulator. • Identify, prioritise and recommend potential funding to support planned and future strategic actions. • Promotion/Communication - Identify, prioritise and recommend potential promotional opportunities through completed projects and initiatives.
Project Management & Delivery	<ul style="list-style-type: none"> • Develop and table detailed business cases within the agreed timeframe for each potential project requested by the group. Business case to identify: <ul style="list-style-type: none"> • Project need, • Project benefits (to customer service & financial savings), • Estimated costs, • Proposed split between members of costs, • Proposed milestones & basic project plan where required. • When directed, apply for funding within the agreed timeframe to support planned and future strategic actions of the alliance. Funding

	<p>applications to be developed iteratively with assistance of the committee.</p> <ul style="list-style-type: none"> • Contract Administration - projects funded by the group are managed in a timely fashion and within proposed budgets.
Reporting	<ul style="list-style-type: none"> • Produce Coordinator's report for quarterly meetings. • Report on outcomes of each joint project detailing full costs and the estimated financial savings. The report includes a technical summary and information for broader communication focussing on outcomes and benefits. Report distributed for review within two months of practical completion. • Summarise the financial situation concurrently with the Regional Coordinators Report. • Update regional profile as needed and submit at least quarterly. • Prepare and submit by May each year to LGAQ an Annual Report including acquittal that summarises activities from throughout the year including costs and actual and projected savings with expected benefits and potential savings during the previous year. • Prepare reports for WIMWA Chair to submit to GWCoM.
Strategic Support/ Facilitation/Direction	<ul style="list-style-type: none"> • Obtain WIMWA and GWCoM group's approval and submit Annual Work Plan to LGAQ by May each year. • Facilitate & support the groups strategic direction.

KEY COMPETENCIES

Knowledge and skill

1. Demonstrated ability to manage projects and meet deadlines achieving successful outcomes with high emphasis on timeliness, quality and accuracy;
2. Proven ability to schedule, allocate workflow and monitor progress to achieve project outcomes;
3. Knowledge of Water and Waste Management processes and practices;
4. High level computer skills, advanced skills in MS Office suite software (or similar);
5. High level written and verbal communication skills with proven ability to prepare documentation;
6. Knowledge of Local Government administrative systems, processes and service functions of the various departments within Council;
7. Working knowledge of relevant sections of the Waste Reduction & Recycling Act 2011, Waste Reduction & Recycling Regulations 2011, Waste Reduction & Recycling (Waste Levy) Amendment Act 2019 and the Waste Reduction & Recycling (Waste Levy) Amendment Regulations 2019;
8. Demonstrated ability to arrange/manage face-to-face meetings inclusive of an Annual Forum, prepare meeting agendas and prepare meeting minutes.

Experience

1. Demonstrated experience of Water & Waste teams, preferably in Local Government;
2. Demonstrated experience in water supply, wastewater and recycled water reticulation systems, as well as water treatment, wastewater treatment and recycled water treatment infrastructure;
3. Experience in identifying community and customer needs, strategy and policy development, and monitoring and reporting on performance;
4. Demonstrated experience in liaising with external agencies as relevant to water and wastewater requirements;
5. Demonstrated experience in delivering collaborative ventures.

Qualifications, education and licence requirements

1. Queensland C class drivers' licence,
2. Tertiary qualifications in relevant discipline.

Reporting requirements

Reports to: WIMWA Chair

Employed by: Greater Whitsunday Council of Mayors (GWCoM)

Internal Liaison: WIMWA ALG & Team, GWCoM, Stakeholders and sub-groups

External Liaison: State and Federal Government agencies, LGAQ, qldwater,