



## POSITION DESCRIPTION

**POSITION TITLE:** Project Manager (Dam Safety)  
**TYPE OF VACANCY:** Full-Time Contact until 31 March 2011 under Section 122 of the *Public Service Act 2008*  
**WORK UNIT/REGION:** Dam Safety, Office of the Water Supply Regulator, Water and Catchment Division  
**LOCATION:** Brisbane  
**CLASSIFICATION:** SO1  
**SALARY RANGE:** \$109,456 - \$114,525 per annum plus Superannuation  
**SALARY RANGE:** \$124,880 - \$130,663 total remuneration  
**CONTACT OFFICER:** Peter Allen, Director, Dam Safety (Water Supply)  
**CONTACT PHONE:** [REDACTED]

### PURPOSE OF POSITION

The purpose of the position is to manage the dam safety program for major water supply and flood mitigation dams in Queensland. In doing so, the role requires the incumbent to lead or participate in multi-disciplinary teams to support the implementation of a world best practice, dam safety regulation of these dams within the regulatory framework of the *Water Act 2000*.

The position will also participate in departmental and inter-governmental groups developing/implementing State policies, on dam safety as well as the ongoing regulation of dams in Queensland and managing multi-disciplinary projects, teams and consultants involved in (including legislation) in relation to dam of large water supply and flood mitigation.

### SELECTION CRITERIA

Applicants will be assessed on how well they meet each of the below selection criteria. In order to apply for the position, applicants will need to provide 1 – 2 pages per criterion. Applicants should refer to all relevant skills, knowledge and experience in addressing the criteria, not just those relating to the duties and responsibilities for the position. The Guide for Applicants [http://nrw.qld.gov.au/about/employment/how\\_to\\_apply.html](http://nrw.qld.gov.au/about/employment/how_to_apply.html) provides information about how to respond to selection criteria. More information can also be sought from the contact officer listed above.

<b>Selection Criterion 1 – Proven extensive knowledge of and experience in the design, construction, operation and ongoing management of large water supply and flood mitigation dams, and the causes and effects of dam failures, including emergency measures required in the event of failure.</b>
<b>Weighting 35%</b>

Responsibilities relating to this criterion:

- Maintaining an extensive knowledge of dam technology, including the socio-economic issues that determine community acceptance of standards to ensure the safety of the community itself.

- Lead, manage and implement the overall dam safety regulatory program for a number of large referable water dams across the State. This will involve the full complement of regulatory work from initial awareness raising activities through to compliance enforcement activities.
- Leading or participating in the implementation of dam safety policy, guidelines and criteria across Queensland and the development of a high level of competence for all staff and persons involved in departmental dam safety activities by assisting regions to train suitable compliance monitoring staff to implement dam safety regulation and compliance monitoring systems.
- Developing and approving appropriate conditions relating to dam safety to be applied in response to circumstances such as:
  - (a) Development permit applications
  - (b) Prescribing of dams by regulation
  - (c) Changes in techniques for assessing aspects of dam safety
  - (d) Changes in conditions or circumstances at individual dams.
- Providing high level strategic advice and recommendations to the Minister, Director-General, Deputy Director-General, General Manager (Office of the Water Supply Regulator) and senior management on dam safety issues.
- Provision of a high level of technical review of dam safety documentation submitted by or on the behalf of dam owners including:
  - (a) Design and construction documentation
  - (b) Dam safety reviews
  - (c) Flood studies including Failure Impact Assessments
  - (d) Standing Operating Procedures
  - (e) Emergency Action Plans
  - (f) Proposals for remedial works and dam upgrades.

**Selection Criterion 2 – Proven high level consultation, negotiation and communication (oral and written) skills combined with the ability to professionally represent the department and its interests on dam safety issues and ability to develop effective training and conduct courses and seminars.** Weighting 25%

Responsibilities relating to this criterion:

- Liaise and negotiate with internal staff, other government agencies, key stakeholders, the community and other interested parties on dam safety issues and acting as the lead agency as the need arises in any consultation process.
- Preparing briefings, responses, submissions and replies with respect to dam safety regulation and compliance monitoring issues.
- Promoting dam safety in Queensland through the development of networks and consulting with peers, industry groups, community groups, departmental staff, State and Federal Government departments and other agencies and representing the interests of the Department and government at State and Federal levels, within industry groups and amongst the consultant service providers.
- Negotiating acceptable dam safety regulatory outcomes with non-cooperative dam owners.
- Providing legally binding advice and direction to dam owners aimed at minimising the risk to human life.

**Selection Criterion 3 – Proven ability to lead and manage teams of professional and technical persons (including consultants) engaged in performing, or overseeing the performance of water infrastructure asset management activities.** Weighting 20%

Responsibilities relating to this criterion:

- Undertaking, or arranging for consultants to undertake, studies to assess a wide variety of aspects affecting (and potentially affecting) the safety of referable (and potentially referable) dams.

- Undertaking works, or arranging for consultants and/or contractors to undertake works associated with appropriate emergency actions to be taken to prevent or minimise the potential impact of dam failure (including decommissioning) of such dams.
- Participate in and promote the professional development and training of staff in head office and regional offices in all aspects of dams and dam safety.
- Lead the coordination, management and implementation of projects within agreed timelines and budgets.

**Selection Criterion 4 – Understanding or an ability to rapidly acquire an understanding, of the legislation, policy issues and policy development procedures relevant to the development and management of large water supply and flood mitigation dams including the enforcement of compliance with regulatory requirements.**

**Weighting 20%**

Responsibilities relating to this criterion:

- Inspecting water dams when dam safety issues arise and, when the situation demands, directing appropriate emergency actions to be taken to prevent or minimise the potential impact of dam failure.
- Development and review of national (through inter-jurisdictional forums) and Queensland standards and regulatory guidelines relevant to dam safety issues associated with large water supply and flood mitigation dams.
- Making regulatory decisions relating to the approval of Failure Impact Assessments and the setting or amending of dam safety conditions
- Monitoring compliance with regulatory requirements and applied conditions relating to dam safety and reporting on the adequacy/appropriateness of dam owner's dam safety management systems and facilitating the development and implementation of such dam safety management systems and, if required, recommending appropriate remedial actions and initiating relevant compliance actions.

## **MINIMUM QUALIFICATION REQUIREMENT**

Possession of tertiary engineering qualifications in a discipline relevant to water infrastructure management and, in particular, dam safety and registration, or the qualifications and experience to gain immediate registration under the *Professional Engineers Act, 2002*.

## **DELEGATIONS AND ACCOUNTABILITIES**

If approved, this position will hold a maximum Financial Delegation of Level 3 from the Director-General under the *Financial Administration and Audit Act 1977*.

The position will also hold delegations under *Water Act 2000* to approve dam failure impact assessments and set and amend dam safety conditions for all referable dams in Queensland.

It is expected the holder of this position will be appointed an Authorised Officer under the *Water Act 2000*.

## **MANAGEMENT RESPONSIBILITIES**

This position has additional responsibilities under the following legislation to ensure a safe, fair and equitable workplace:

- Public Service Act 2008
- Workplace Health and Safety Act 1995
- Industrial Relations Act 1999
- Financial Administration and Audit Act 1977.

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Departmental Standards, policies and directives will also provide information and advice to assist managers and supervisors to meet management responsibilities.

## **REPORTING RELATIONSHIPS**

This position reports to Director Dam Safety and supervises 1xPO5, 2xPO4, 1xPO2, 1xPO1 and may supervise other engineers and technical staff in the context of project activities.

## **ORGANISATIONAL ENVIRONMENT**

### **Managing Queensland's natural resources...for today and tomorrow**

How we manage our natural resources today will directly affect the liveability and future prosperity of Queensland.

Now and in the future, Queenslanders will rely on access to well-managed land, water, vegetation, and the preservation of our cultural heritage.

The Department of Natural Resources & Water (NRW) works together with industry, community, landholders and government to ensure that the management of our natural resources is innovative, responsible and balanced.

Our management of the state's valuable resources will support Queensland's future growth—and ensure that future generations are able to share in the benefits.

The Department has a Service Charter which outlines its commitment to excellence in internal and external service delivery and promotes the service principles of solution focus, commitment to clients, choice, consistency, coordination and feedback.

NRW is an equal opportunity employer. We support and recognise the value of a diverse workforce and encourage applicants in all areas of our culturally diverse society to consider a career with us.

NRW staff are expected to work in accordance with NRW's Code of Conduct, Workplace Health and Safety legislation and all other policies, directives and legislation which impact on their position.

Further information on NRW's business and employment conditions is available on our web site <http://www.nrw.qld.gov.au/about/index.html>.

The Office of the Water Supply Regulator business group (OWSR) has key policy/regulatory roles relevant to the continuity of water supply and sewerage services, including the safety of large water supply dams, in Queensland. It also has a major role in the development and implementation of policies which are aimed at improving the efficiency with which water resources are used in Queensland urban communities.

The Dam Safety section has responsibilities associated with:

- The regulation of referable dams in Queensland through the development, application and periodic review/revision of conditions relevant to dam safety which prescribe the design and construction of individual large water supply/ flood mitigation dams and their operation/maintenance procedures;

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- Monitoring of dam owner compliance with these conditions and reporting on the overall performance of the dam safety regulatory program;
  - The development and implementation of policies and guidelines (including legislation) prescribing the dam safety regime within which large water supply/flood mitigation dams in Queensland are designed, constructed, operated and maintained;
  - Providing coordination and support for the Department's regional dam safety activities;
  - Facilitating the involvement of other state and local government bodies in the emergency management planning arrangements for individual dams;
  - Providing legally binding directions to dam owners in the event of dam safety emergencies relevant to the operation of individual dams;
  - Arranging for, and over sighting, the undertaking of engineering works associated with rectifying safety issues for referable dams in accordance with Court orders or compliance notices issued by the Chief Executive of NRW.

The structure of the Dam Safety unit is relatively flexible with the ability to utilize staff from other organization units of OWSR in accordance with the workload and overall OSWR priorities. Further information on the Dam Safety unit's activities can be found on the OWSR's web site.

## **OTHER INFORMATION**

Possession of a current Queensland motor vehicle driver's licence (Class C) is required.

This position involves intra-state and inter-state travel. The length of time away from Brisbane on any individual trip is unlikely to exceed one week. It may not always be possible to give more than 24 hours notice of the need to travel.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

Queensland Government employees are able to salary package.

On appointment to this position, a probationary period may apply in accordance with Section 73 of the *Public Service Act 2008*.

To be eligible for permanent appointment to the Queensland Public Service applicants must be:

- An Australian citizen; or
- A person who resides in Australia and has permission or a right to be granted permission, under Commonwealth law, to remain in Australia indefinitely; or
- A New Zealand citizen who has a special category visa or a right to be granted a special category visa under the *Migration Act 1958*.

To be eligible for temporary appointment the applicant must provide proof that they can legally work in Australia.

Applications may remain current for a period of twelve (12) months for future vacancies.

The personal information collected during the selection process will be used to administer that process under section 78 of the *Public Service Act 2008*. If an appeal is lodged against the recruitment decision, the information may be disclosed to the Office of the Public Service Commissioner and to the parties to that appeal, in accordance with Section 94(2) of the *Public Service Act 2008*.

Your application, CV and other documents are also subject to the *Freedom of Information Act 1992* and unless exempt from release, could be disclosed to an FOI applicant.

## **HOW TO APPLY**

Please note Shared Service Agency do not accept hand delivered applications. You can submit your application to Shared Service Agency online via email or hardcopy application:

### **If applying online, please follow the steps below:**

1. Complete the online application by clicking on the "Apply Online" link at the bottom of the specific job details page (<http://www.jobs.qld.gov.au>).
2. Upload your application (a maximum of three (3) files) using the online system. Please ensure to click on the "Submit" button once completed.

### **If applying by electronic mail or hardcopy:**

Applications for this position should be sent by e-mail to [REDACTED] Please ensure that the Application form is attached and include the JAR in the subject line of your email.

Hardcopy applications should be marked "Private and Confidential" and mailed to:

The Applications Officer - NRW  
Shared Service Agency  
PO Box 610  
Spring Hill Qld 4004

For further information on how to apply for this position download the "Guide for Applicants" attached to the Job Advertisement or go to [http://nrw.qld.gov.au/about/employment/how\\_to\\_apply.html](http://nrw.qld.gov.au/about/employment/how_to_apply.html).

<b>POSITION NUMBER:</b>	76021391
<b>MOD ID NO.:</b>	
<b>DATE OF REVIEW:</b>	