



APPLICANT PACK

# Team Leader Wastewater Treatment Operations

Richmond Valley Council



## CONTACT

Angie Simmonds  
Principal Talent Consultant  
Leading Roles

📞 0476 861 300

✉ [Angie.Simmonds@leadingroles.com.au](mailto:Angie.Simmonds@leadingroles.com.au)

# Contents

<a href="#"><u>The Role</u></a>	3
<a href="#"><u>Salary Package Information</u></a>	8
<a href="#"><u>About Richmond Valley Council</u></a>	9
<a href="#"><u>Living in the Region</u></a>	12
<a href="#"><u>Recruitment Process and Timeframes</u></a>	15
<a href="#"><u>Contact</u></a>	17
<a href="#"><u>Attachment: Position Description</u></a>	

We respectfully acknowledge the Traditional Owners, the Galibal people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

Richmond Valley Council is now seeking a Team Leader Wastewater Treatment Operations to join the Service Delivery Team.

Reporting to the Operations Supervisor Water Sewer, the position will play a key role in the operation and maintenance of wastewater treatment plants in the region.

The ideal candidate will hold adept leadership skills, high-level time management skills, and an interest in project delivery.

# Key Responsibilities

## Team Leadership

A key requirement of the position is to provide leadership to a team of up to 10 staff, including setting and meeting expectations, providing mentoring and fostering a productive and positive working environment .

## Technical Acumen

The Team Leader will be responsible for overseeing and managing a variety of wastewater treatment plants, both with old and new technology. The role requires an ability to leverage technical knowledge to understand and adapt to different treatment processes and technologies.

## Communication Skills

The Team Leader Wastewater Treatment Operations will be responsible for providing a high-level of communication to the supervisor and manager. This includes providing timely and accurate information regarding regulatory compliance, challenges, successes, issues, delays and time frames regarding both administrative and field works.

## Project Management

The position requires sound project management skills and an ability to effectively handle project scopes, timelines and budgets of varying times.

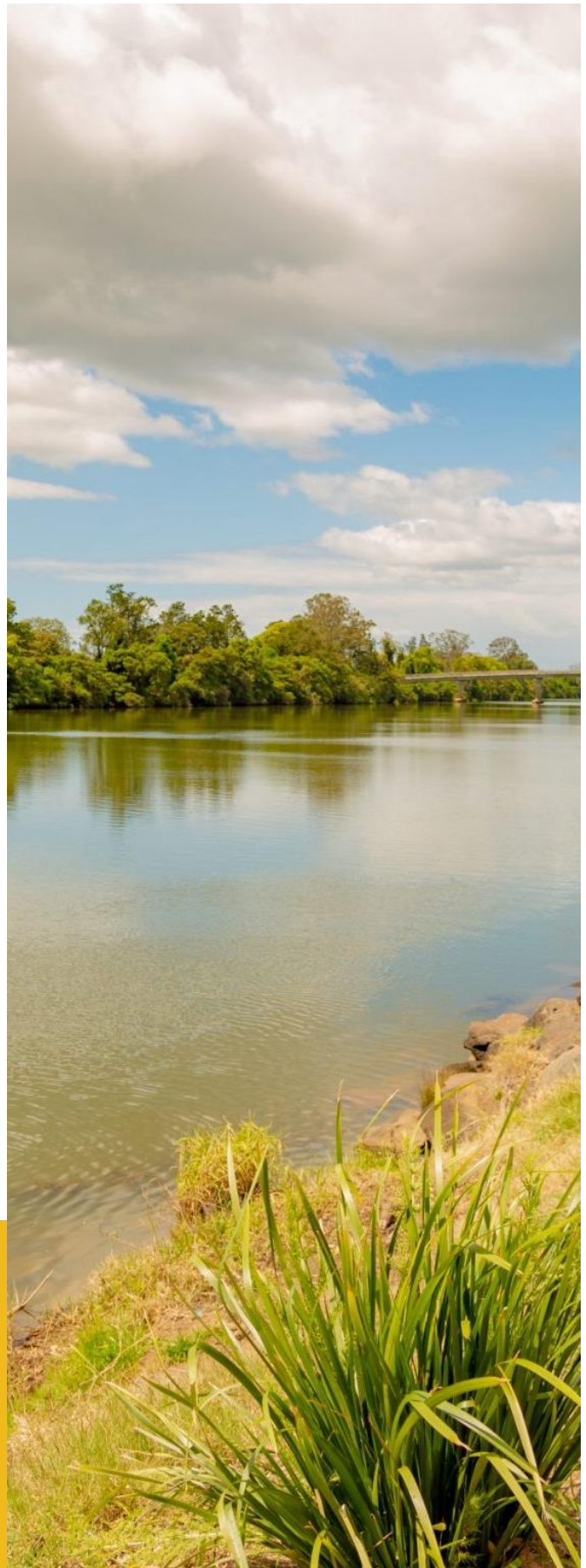
# Key Projects

The position will have some involvement in projects which include:

- Stage 2 Sewage Treatment Plant in Evans Head with a budget of \$8-\$9M
- Water Treatment Plant upgrade in Casino, scoping to commence shortly.

# Challenges & Opportunities

- The Team Leader manages a diverse team with varying skills, expertise and backgrounds. The Team Leader Wastewater Treatment Operations must effectively manage the team with a focus on capability and collaboration, while fostering a productive workplace.
- There is a significant opportunity to develop the current staff to form a high-functioning team, increasing their technical knowledge and understanding of wastewater treatment operations.
- The role offers an opportunity to make an impact on both the team's development and success of operations.





# Internal Stakeholders

The role has a moderate level of internal stakeholder engagement including with:

- Site staff
- Fabrication workshop
- Open Spaces team
- Stores
- Procurement
- Electrical Team

# External Stakeholders

The role requires a moderate level of external stakeholder engagement, most significantly with the Environmental Protection Authority during annual site inspections.



## The Team

The direct team is located at the Casino Water Treatment Plant and is comprised of a team leader, administrative staff, plant operators, overseers and engineers.

While there are some current vacancies within the team, there are staff members who are highly knowledgeable in their positions and provide key support to the Team Leader.

## The Culture

Richmond Valley Council encourages performance and behaviours that align with the defined corporate values.

While the water and sewer team has recently experienced some staff turnover, Council remains committed to providing an environment of caring and support and recognises potential for enhancement.

## Reports

- 1-10 direct reports



## Qualifications, Skills & Attributes

- Certificate IV Water Industry Operations
- WHS White Card
- C Class Drivers License
- Confined Spaces Certificate
- Knowledge and experience in SCADA systems
- High-level time management
- Good understanding of wastewater treatment plant operations
- Commitment to Council's corporate values
- A proactive and motivated worker who is results driven
- Ability to manage a balance of office and field work tasks.



## Salary Package Information

Richmond Valley Council is committed to a life-work balance for their employees, and offers a range of benefits, including:

- A remuneration package including \$65 000 - \$80 000 + super
- Flexible working hours
- Private commuter leaseback vehicle
- Fitness passport – gain entry into gyms, pools and health centres
- Employee Assistance Program
- Personal and professional development options.

Richmond Valley offers a relaxed and friendly lifestyle, comprised of beaches, national parks and plenty of opportunities for outdoor activities. The community is welcoming and offers quality schools, healthcare facilities and local services.





# About Council

The Richmond Valley Council covers an area of approximately 3,050 square kilometres and extends from the coastline at Evans Head to the foothills of the Great Dividing Range to the west. The estimated population is 23,589 (Mar 2021).



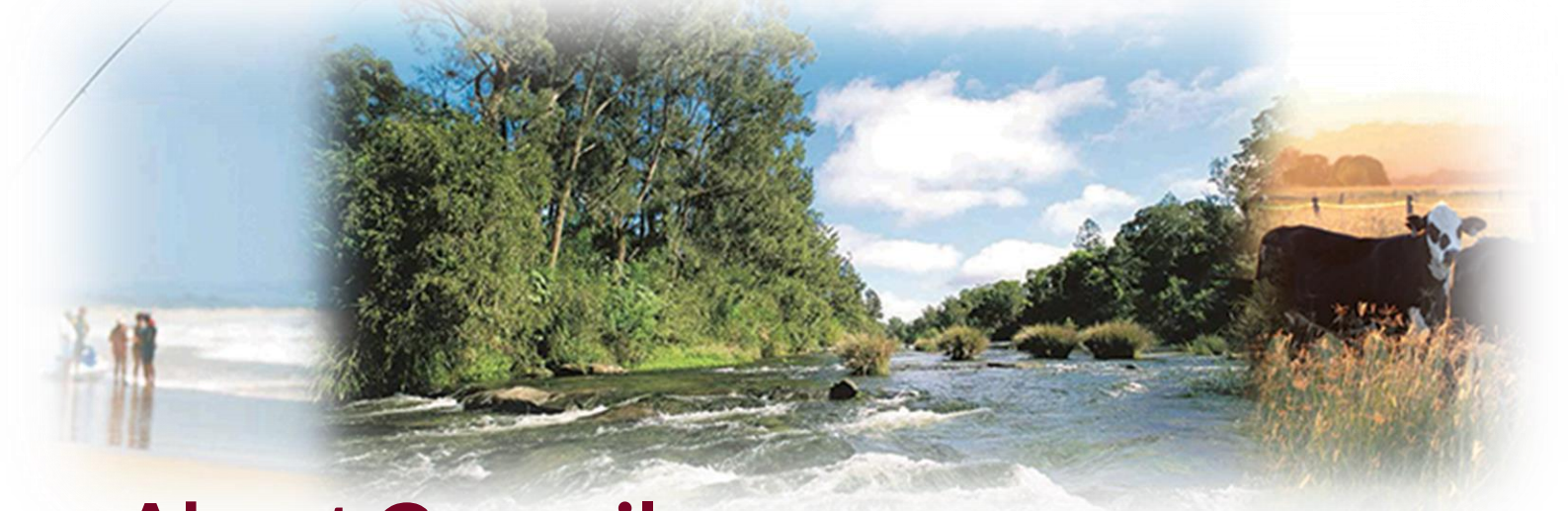
Established in 2000 through the amalgamation of Casino and Richmond River Councils, the Richmond Valley Council governs the diverse Northern Rivers region in New South Wales. Casino, with a population of 11 000, anchors the council's jurisdiction, surrounded by communities like Broadwater, Rileys Hill, Coraki, Evans Head, New Italy, Woodburn, Rappville, and rural areas.

Known as the Beef Capital, the region hosts Australia's largest beef jerky producer, New World Foods, contributing to a resilient economic landscape. Besides beef, industries include sugar cane, supported by the Broadwater Sugar Mill and a growing coastal tourism sector with untapped potential for further development to draw tourists inland.

The seven-member council, led by elected representatives, operates on a fixed four-year term, ensuring stable governance. The Community Strategic Plan guides the council, outlining key directions: post-flood recovery, creating vibrant communities, preserving the unique environment and a commitment to service excellence. The 2023/24 budget, with an operating revenue of \$72.8 million and operating expenditure of \$74.4 million, reflects the council's dedication to sustainable development, community engagement and resident well-being, ensuring a prosperous and harmonious future for the region.

Links to Council Information





# About Council

## COMMUNITY VISION

A great community with a relaxed lifestyle, beautiful environment and vibrant economy



## COMMUNITY VALUES



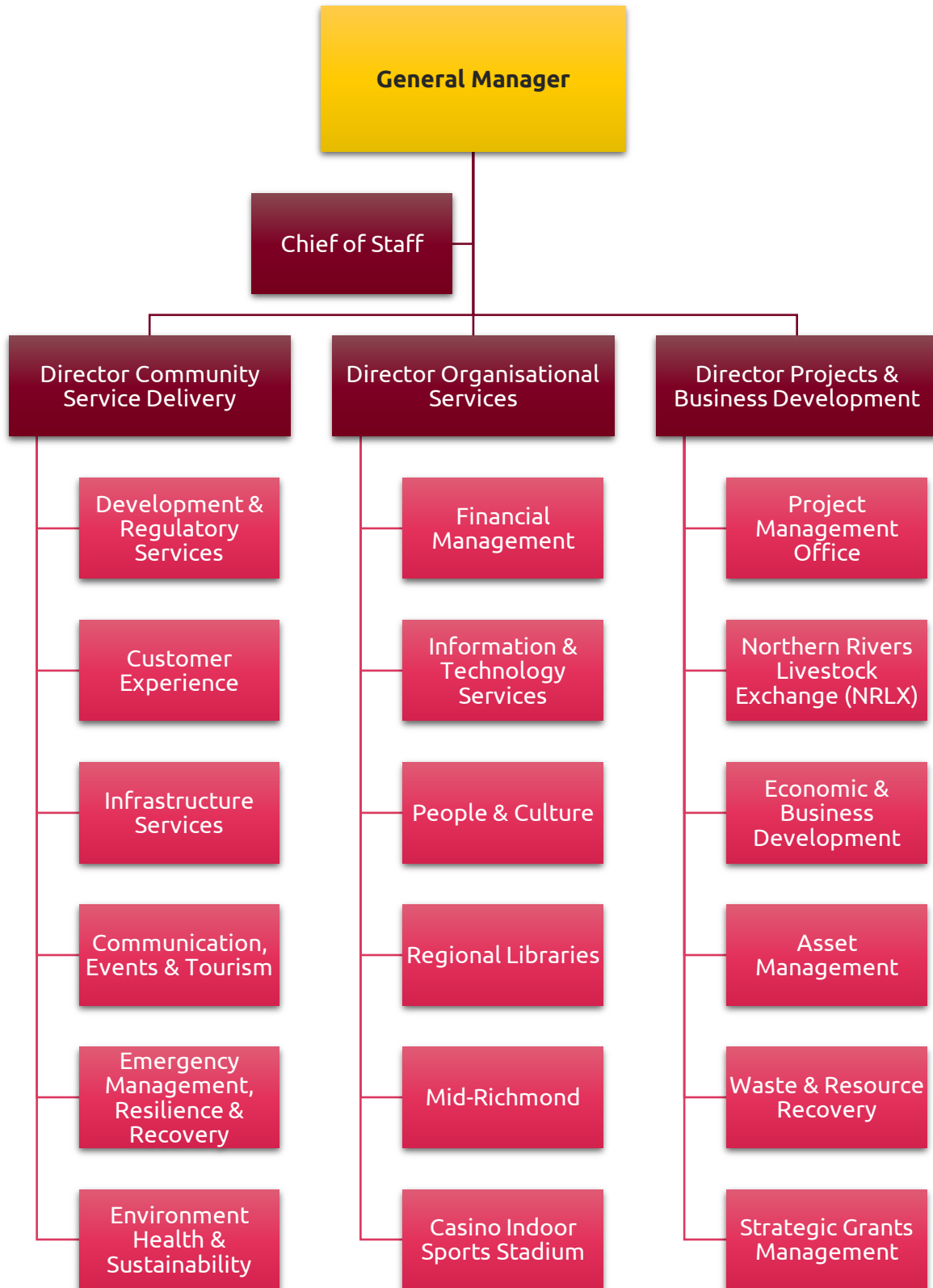
## COMMUNITY PRIORITIES



## COMMUNITY OBJECTIVES



# Organisational Structure





# Living in the Region



## Housing

Diverse housing options in the Richmond Valley Council region cater to residents' varied needs and preferences. Property prices fluctuate based on factors like location, type, size and proximity to amenities. Desirable features, such as scenic views or sought-after neighbourhoods, may influence higher pricing. From detached houses in suburban areas to urban apartments and expansive rural properties, the region offers a dynamic housing market accommodating a wide range of residential choices.



## Educational Facilities

The education system has a comprehensive network of both state and private schools, totalling more than 100 institutions across the area. Individuals seeking higher education have access to a variety of options, including three universities and several Queensland TAFE campuses. Additionally, there is a Southern Cross University campus located in Lismore providing ample opportunities for academic advancement and skill development.



## Healthcare

The Richmond Valley Council region offers notable healthcare facilities, including both public and private options like the Casino and District Memorial Public Hospital and the North Coast Area Health Service. In addition to these hospitals, the area is home to various medical centres, private health facilities, dental practices, aged care establishments and a diverse array of traditional and non-traditional medical practitioners. This comprehensive healthcare infrastructure ensures that residents have access to a broad spectrum of medical services and specialists, addressing their healthcare needs effectively.



# Living in the Region



## Shopping & Dining

The Richmond Valley Council region boasts diverse shopping and dining options, providing residents with a range of choices for their leisure and daily needs. From local markets to shopping precincts, residents have access to a variety of retail outlets offering goods and services. The region features a mix of dining establishments, including cafes, restaurants and eateries that cater to different tastes and preferences. With the region's agricultural nature, the emphasis is on fresh, local produce and farm-to-table dining experiences can be found in the area.



## Sports & Recreation

The Richmond Valley Council owns and manages an array of community facilities, including halls, venues, swimming pools, sports fields and parks like Casino Memorial Pool, Coraki Public Pool, Woodburn Public Pool and the Evans Head Aquatic Centre. With an ideal year-round climate, residents enjoy outdoor activities in public parks and sporting fields. The region boasts 40 kilometres of pristine beaches and various sports clubs such as swimming, baseball, BMX, cricket, archery, athletics, football, netball and pony clubs, making it a haven for sports enthusiasts.



## Getting Around

The Richmond Valley region provides efficient transport options, with daily air services linking Sydney to Ballina (a one hour drive away). Shuttle buses connect Casino to Coolangatta and Brisbane airports. The XPT and Gold Coast Rail Service stop in Casino, with coaches connecting all valley towns. Conveniently located, Casino is a 3-hour drive from Brisbane, 2 hours from the Gold Coast, and just 26 minutes from Lismore, ensuring accessible and well-connected travel throughout the area.

# Discover Richmond Valley



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Demonstrated leadership skills including ability to motivate, mentor and develop team members.
- Strong understanding of wastewater treatment processes and technologies.
- Effective communication skills, with an ability to engage with internal and external stakeholders.
- Demonstrated ability to manage several tasks concurrently, prioritise effectively and ensure deadlines are met.
- Certificate IV Water Industry Operations with demonstrated industry relevant experience.



## Applications Open

- Week Commencing  
Monday 13 November 2023



## Applications Close

- 5pm Friday 15 December 2023



## Initial Assessment

- Week Commencing 18 December 2023



## Council Interviews

- TBD

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



# Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council’s interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate’s fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including People and Culture and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.





# Angie Simmonds

## Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

☎ 0476 861 300

✉ [angie.Simmonds@leadingroles.com.au](mailto:angie.Simmonds@leadingroles.com.au)



# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT [WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)





ATTACHMENT

# Position Description



## ROLE DESCRIPTION

### Team Leader Wastewater Treatment Operations

<b>Directorate</b>	Community Service Delivery
<b>Unit</b>	Water Sewer
<b>Reporting to</b>	Operations Supervisor Water Sewer
<b>Position Number</b>	101250
<b>Band</b>	2/2
<b>Grade</b>	10-11
<b>Date of Review</b>	May 22

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The primary purpose of the role is to provide a high level of service in the operation and maintenance of the Wastewater Treatment Plants.

## Key Accountabilities

- Oversee and optimise all wastewater treatment operations and infrastructure, including wastewater treatment plants and chemical dosing at sewage pump stations to meet regulatory requirements and design specifications
- Be proficient in day-to-day tasks and regular testing of wastewater samples, in alignment with all safety, legislative and reporting requirements
- Supervise the implementation and coordinate the review and updating of work health safety and environmental management procedures periodically to ensure the safety and wellbeing of all persons at wastewater operations sites
- Ensure that wastewater treatment and effluent discharge at all wastewater treatment plants complies with the limits imposed by the NSW Environment Protection Authority (EPA) licence and NSW Protection of the Environment Operations Act for an unlicensed treatment plant
- Prepare and submit reports to NSW EPA, NSW Health and NSW Department of Planning and Environment, including the Annual Return
- Recommend improvements for Council's wastewater infrastructure that will facilitate better services or improve efficiency and reduce costs
- Carry out repairs and maintenance, including housekeeping, minor repairs, and preventative maintenance of wastewater assets and if required, escalate repair/maintenance needs to senior team members

## Key Challenges

- Meeting daily reporting and legislative requirements on wastewater operations set by external stakeholders within timeframes
- Problem solving complex issues within the treatment plant operations

## Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

## Qualification Requirements

### Essential

- Class C Driver Licence
- Certificate IV in Water Industry Operations or equivalent AND 4 years of experience in wastewater treatment operations
- Demonstrated knowledge and experience in the use of SCADA systems
- Construction Induction Certificate (WHS White Card)
- Approved Certificate for Confined Spaces operations

### Desirable

- Class MR Driver Licence
- SafeWork approved High Risk Licence for DG - Dogging
- Certificate IV Leadership and Management

## Key Relationships

Who	Why
Internal	
Operations Supervisor Water Sewer	<ul style="list-style-type: none"> <li>✓ Identify emerging issues/risks and their implications and propose solutions</li> <li>✓ Receive advice and report on progress towards business objectives and discuss future directions</li> </ul>
Treatment Plant Operations Team	<ul style="list-style-type: none"> <li>✓ Provide day-to-day guidance on operational activities</li> <li>✓ Ensure operational objectives and work plans are delivered</li> </ul>
Council Staff	<ul style="list-style-type: none"> <li>✓ Ensure all workers are inducted into the site correctly</li> </ul>
External	
Stakeholders	<ul style="list-style-type: none"> <li>✓ Government Agencies (NSW EPA, NSW Health, Department of Planning and Environment) and Community Members</li> <li>✓ Provide reporting and legislative requirements</li> <li>✓ Respond to enquiries in a timely manner</li> </ul>
Contractors/Service Providers	<ul style="list-style-type: none"> <li>✓ Ensure all workers are inducted into the site correctly</li> <li>✓ Provide assistance in maintenance and repairs of equipment</li> </ul>

## Role Dimensions

### Decision Making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position

and subject to any limitations, corporate policies, procedures or safe work method statements.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and applying skills and knowledge to improving methods and techniques.

### **Direct Reports**

1-10 Direct Reports

### **Financial Delegation**

\$5,000

### **Leaseback Motor Vehicle**

A commuter use vehicle is provided based on a fortnightly post-tax contribution.

### **Technology**

Mobile Phone and Laptop

### **Emergency Warden Responsibilities**

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

### **Immunisation Requirements**

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

### **On-Call**






Participate in a rotating on call roster and as required perform weekend duties, out of hours work (planned and unplanned).

### **Allowances**

None

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Adept</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	<b>Manage and Develop People</b>	<b>Foundational</b>
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational



## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Is prepared to make decisions within own level of authority</li> <li>Takes an active role in managing issues in the team</li> <li>Coaches team members to take responsibility and follow through</li> <li>Is committed to safe work practices and manages work health and safety risks</li> <li>Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and teamwork tasks</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>Contributes quality information about council and community assets to asset registers</li> <li>Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Workforce Leadership</b> Manage and Develop People	Foundational	<ul style="list-style-type: none"> <li>Clearly explains work required, expected behaviour and outputs</li> <li>Gives regular feedback about positive behaviour and areas for improvement</li> <li>Provides appropriate support to enable development</li> <li>Recognises ongoing performance issues and seeks advice on managing them</li> </ul>

## Acknowledgement

### **Team Leader Wastewater Treatment Operations**

Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

### **Manager Infrastructure Services**

Employee Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_