Position Description

Manager- Water, Sewerage & Waste Services

Department:	Assets, Infrastructure & Operations
Reports to:	Director – Assets, Infrastructure & Operations
Employment Instrument:	Senior Officer – Award not to apply
Location:	Palm Island (with travel to Townsville as required)

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

The Manager Water, Sewerage and Waste Services provides strategic and operational leadership of Council's essential environmental health and municipal infrastructure services, including drinking water supply, wastewater collection and treatment, waste management, recycling, resource recovery, landfill and transfer station operations, and related compliance obligations. The position is responsible for ensuring services are delivered safely, reliably, efficiently and in accordance with legislative, environmental, public health, funding, asset management and community expectations.

The role leads integrated planning, operations, compliance, budgeting, workforce development, contractor management and continuous improvement across water, sewerage and waste functions. It provides high-level advice to the Director – Assets, Infrastructure & Operations, CEO and Council on service risks, regulatory obligations, infrastructure needs, environmental performance and long-term sustainability. The position also supports local workforce capability and culturally respectful service delivery for the Palm Island community.

Key Responsibilities

In performing this position effectively, you will be required to:

Strategic Leadership and Service Governance

- Lead the strategic direction, planning and performance of Council's water, sewerage and waste services.
- Develop, implement and monitor service plans, operational frameworks, policies and procedures aligned with Council priorities and legislative requirements.
- Provide high-level advice to the Director, CEO, Executive Leadership Team and Council on service risks, compliance matters, infrastructure priorities and investment needs.
- Drive continuous improvement, service reliability, environmental performance and value-for-money outcomes.

Water and Sewerage Operations

- Oversee the safe, reliable and compliant operation of Council's drinking water supply, reticulation, sewerage collection and wastewater treatment systems.
- Ensure operational activities support drinking water quality, wastewater treatment performance, environmental protection and continuity of essential services.
- Lead planning for maintenance, renewals, emergency response, operational readiness, commissioning and handover of water and sewerage infrastructure.
- Manage service risks, incidents, defects and operational priorities, including escalation of matters requiring executive or regulatory attention.
- Support compliance with relevant licences, approvals, Drinking Water Quality Management Plan obligations, environmental requirements and public health responsibilities.

Waste Management and Resource Recovery

- Lead Council's waste management, recycling, resource recovery, landfill, transfer station and collection service functions.
- Develop and implement sustainable waste management strategies that reduce waste to landfill, improve resource recovery and support community education.
- Oversee waste facility operations, waste collection arrangements, contractor performance, fees and charges inputs, service levels and operational compliance.
- Monitor waste volumes, contamination, service performance, costs and environmental risks to inform planning and reporting.
- Ensure waste operations comply with environmental, health, safety, procurement and regulatory obligations.

Financial, Asset and Contract Management

- Prepare, monitor and manage operational budgets, capital inputs, long-term financial forecasts and funding-related reporting for the portfolio.
- Support asset lifecycle planning, maintenance programs, renewal priorities and capital project development for water, sewerage and waste infrastructure.
- Manage procurement, contract administration and contractor performance for operational services, maintenance contracts and specialist service providers.
- Ensure accurate records are maintained to support audits, grant acquittals, compliance reporting and sound decision-making.
- Identify funding opportunities and support business cases, submissions and project proposals where required.

People Leadership, Safety and Local Capability

- Lead, supervise and develop employees within the water, sewerage and waste services portfolio.
- Build a positive, accountable and safety-focused team culture aligned with Council values.
- Promote local workforce development, skills transfer, mentoring and meaningful employment pathways for Palm Island people.
- Ensure safe systems of work, training, incident response, hazard management and WHS compliance are embedded across all service areas.
- Manage workforce planning, performance expectations, roster requirements and operational priorities.

Regulatory Compliance, Reporting and Stakeholder Engagement

- Maintain strong working relationships with regulators, funding agencies, contractors, consultants, service providers, community stakeholders and internal teams.
- Prepare clear reports, briefings and recommendations on operational performance, compliance, service risks and improvement priorities.
- Manage regulatory inspections, audits, licence obligations, incident reporting and corrective actions across the portfolio.
- Ensure community and stakeholder engagement is culturally appropriate, respectful and responsive to service needs.
- Represent Council professionally in external forums, technical discussions and interagency coordination activities.

Key Relationships

Internal

- Director – Assets, Infrastructure & Operations
- CEO and Executive Leadership Team

External

- Queensland Government agencies and regulators
- Funding bodies Contractors,
- consultants and service providers

- Water, Sewerage and Waste Services employees
- Project Management Office
- Asset Management, Finance, Procurement and Governance teams Other Council staff
- Waste and recycling service providers
- Palm Island community members and local businesses
- Traditional Owners and community stakeholders

Position Requirements

Essential

- Tertiary qualification in engineering, environmental management, water operations, waste management, local government, business or a related discipline; or extensive equivalent experience.
- Significant experience leading water, sewerage, waste, civil infrastructure, environmental services or similar operational portfolios.
- Demonstrated understanding of regulatory, environmental, public health and workplace health and safety obligations relevant to essential services and waste operations.
- Strong leadership capability, including experience managing operational teams, contractors, budgets, risks and competing priorities.
- Demonstrated ability to provide high-level advice, reports and recommendations to senior management, elected members or governance forums.
- Strong communication, negotiation, stakeholder engagement and cultural awareness skills.
- Experience working in, or ability to work effectively with, Aboriginal and Torres Strait Islander communities.
- Current Queensland "C" Class Driver's Licence

Desirable

- Experience in local government, remote service delivery or regulated essential services environments.
- Experience managing drinking water quality, wastewater treatment, environmental licences, waste facilities or resource recovery functions.
- Formal qualifications or certifications in water operations, wastewater operations, waste management, environmental compliance, project management or leadership.
- Experience managing grant-funded infrastructure, operational improvement projects or capital works interfaces.
- Knowledge of Queensland local government, environmental protection, public health, waste management and workplace health and safety frameworks.

Success Profile (Behaviours)

- Leads collaboratively across teams, partners and cultures.
- Exercises sound judgement, integrity, accountability and professionalism.
- Communicates clearly, respectfully and with cultural awareness.
- Builds capability and supports local workforce development.
- Leads through change with resilience and a practical, solutions-focused approach.

- Promotes safety, environmental responsibility and continuous improvement.
- Upholds Council values in daily work and decision-making.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- Public Sector Ethics Act 1994
- Local Government Act 2009
- Relevant environmental, public health, waste management, water and wastewater regulatory requirements

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager:_____ **Signature:**_____
(Name)

Date:_____

Chief Executive Officer:_____ **Signature:**_____
(Name)

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____Date _____
(Name)