

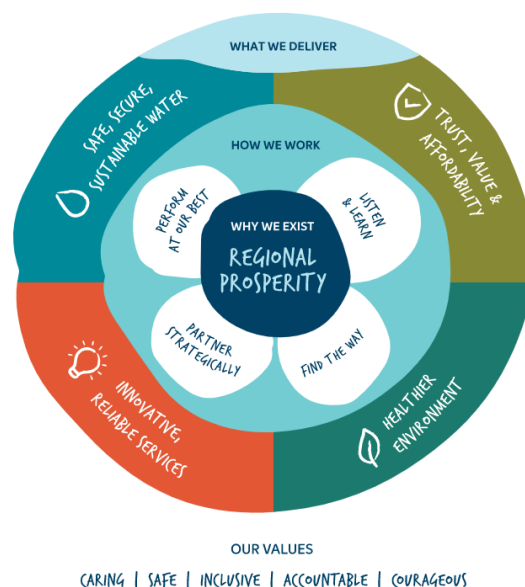
Coastal Treatment Coordinator

Group	Smart & Sustainable Infrastructure
Department	Treatment
Job Family	Operations
Classification	Band 9
Approved by	Will Buchanan
Date	October 2025
Position Purpose	This position is responsible for leading the operational processes, people and projects in the Coastal Treatment team to achieve high safety, quality and environment culture and performance. The role will lead in the development of a constructive and professional culture within the Coastal Treatment team through effective persuasion, motivation and performance management. The role will develop and implement strategic plans for the operation, maintenance, optimisation and upgrade of assigned assets, and will provide expert process knowledge and skills in addressing and resolving major issues and long terms asset upgrades and management plans. The role will participate in functional teams across Barwon Water, providing expert process advice internally and to external parties to assist with the delivery of projects and programs, and on key issues related to their assigned assets. The role is responsible for the efficient financial performance for assigned assets.

Organisation context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region's prosperity.

Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.



Smart & Sustainable Infrastructure group

The purpose of the Smart & Sustainable Infrastructure Group is to provide high quality, secure, affordable water, sewerage and recycled water services whilst enhancing productivity and achieving step change in customer experience, zero waste and zero emissions. We will achieve this through high performance, an entrepreneurial mindset and strategic partnerships.

Treatment department

Achieving Barwon Water's vision of enabling regional prosperity requires a high performing operations team providing high quality, affordable secure water services. The purpose of the Treatment department is to operate, optimise, maintain and manage the critical infrastructure in a safe and efficient manner.

Organisational relationships

Reports to	Treatment Section Lead (East/Coastal)
Directly supervises	Coastal Treatment team

Accountabilities

People Leadership

- Lead, motivate and manage the performance of the Coastal Treatment team to develop a culture of accountability and high performance.
- Maintain an understanding of corporate policies, strategies and processes, ensuring team performance and actions are aligned with corporate expectations.
- Actively manage both team and individual performance through active engagement and completion of performance reviews and development plans (PPPs)
- Identify resourcing and skills requirements to achieve required performance
- Develop resourcing and training plans.
- Mentor, coach and train team members on the operation and maintenance of assigned assets, ensuring they have the skills, training and experience to capably and independently solve process problems
- Mentor and coach team members in the development of key competencies
- Lead team to meaningfully engage with corporate programs, resulting in delivery of key elements of the Barwon Water 2030 program and other corporate initiatives.
- Apply Barwon Water's Performance Counselling Policy as required for performance management

SQE Leadership

- Oversee the development of a no harm safety culture through effective leadership, coaching and mentoring of the Coastal Treatment team.
- Provide expertise, input and advice in the development of team, department and corporate policies and procedures.
- Lead the Coastal Treatment team to ensure workgroup and contractor activities are planned and implemented in line with SQE requirements.
- Oversee the completion of hazard and incident reporting, including appropriate follow up investigations/actions.
- Lead the team in maintaining up-to-date manuals for assigned assets, including development of SOPs.
- Oversee team participation in workplace audits and inspections and coordinate any opportunities for improvement.

- Ensure the correct management of chemicals (including dangerous goods).

Process Management

- Maintain and continue to develop expert knowledge and skills in treatment processes for the direction and control of the Coastal Treatment facilities.
- Oversee the operation of assigned processes to ensure Barwon Water's compliance with obligations set by the Safe Drinking Water Act 2003, the Water Act 1989 and the Environment Protection Act 2017 (including critical and process control points) in a reliable and financially efficient manner.
- Identify and lead in the implementation of process improvement opportunities and develop supporting business cases.
- Manage resources and provide expertise to address and resolve process related issues at major Barwon Water assets to ensure business continuity of supply of water services.
- Provide strategic and expert process advice to the wider business for assigned treatment processes
- Provide support and coaching to team members in process problem solving

Project Management

- Develop and control the delivery of the renewals program to a high SQE standard, on time and on budget.
- Coordinate procurement activities of significant value for projects in line with Barwon Water procurement guidelines.
- Provide professional process advice and expertise in the development and delivery of significant and strategic capital projects associated with assigned assets (from planning through to commissioning).

Financial Management

- Assist in the development of annual recurrent and capital budgets for assigned assets.
- Monitor, report and control recurrent and capital budget performance for assigned assets

Asset Management

- Using expert skills and knowledge, lead in the development of strategic asset management plans for assigned assets
- Oversee the development, implementation and monitoring of maintenance programs for assigned assets

Contract Management

- To ensure Barwon Water meets its Victorian Government/legislative expectations/requirements
- Maintain effective relationships with contract partners

Health, Safety & Wellbeing

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the

Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety in the workplace.
- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.

Competencies

Growth & Resilience	Brings a growth mindset and personal resilience.
Action & Accountability	Drives outcomes with purpose, ambition, accountability and action.
Collaboration	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
Communication	Engages and communicates with clarity, vision, purpose and impact.

Performance level

Action & Accountability	The Coastal Treatment Coordinator is accountable for the effective leadership of teams operating major Barwon Water facilities and has a clear understanding of the operational and strategic functions involved in leading the Coastal Treatment team. The position is responsible for providing expert process advice to the business and external parties on the operation and performance of assigned assets. The position will influence the overall performance and SQE performance of the Coastal Treatment plants and team.
Judgement & Problem Solving	The Coastal Treatment Coordinator has a high level of independence in leading the team to solve process problems, is capable of operating independently and is able to resolve problems that require analytical decision making skills and the ability to work under pressure.
Specialist Knowledge & Skills	The Coastal Treatment Coordinator will have the knowledge and skills for the direction and control of key Treatment assets at Barwon Water and through this have the ability to direct the actions of the Coastal team, and provide strategic direction to the wider business for long term asset management. The role requires the individual to have computer literacy and knowledge in the use and application of software in the operation and control of water treatment and reclamations plants.
Management Skills	The Coastal Treatment Coordinator will be responsible for directing a number of employees with specialist operational skills in operating assigned processes to meet required performance criteria and implementing asset management programs.
Interpersonal Skills	The Coastal Treatment Coordinator will need to have highly developed communication skills and the ability to lead and

	motivate a team of operators. The position will be able to provide and receive feedback and be proactive in communicating with the team and broader business to achieve the accountabilities of the role. The role will require experience and capability to work collaboratively to achieve defined outcomes and work cross-functionally to develop strong relationships with internal and external customers.
Qualifications & Experience	The position requires the individual have working knowledge and experience of relevant work procedures as well as relevant qualifications which will include; • Relevant degree and/or Masters (e.g. engineering/science), and • Extensive relevant and practical experience in operation and asset management of process assets

Success profile

- Knowledge and experience gained from a tertiary degree and operational and leadership experience in processing, manufacturing, utilities, industrial setting or similar environment.
- Committed to leading workplace safety culture and constructive team dynamics to achieve operational outcomes
- The ability to lead a team to multi-task and prioritise workloads to ensure that service delivery obligations are met
- Collaborative team member who works extremely well in team environments, who can also work autonomously contributing to the overall team goals
- Excellent communication and stakeholder engagement skills, committed to customer service
- Required to participate in an on-call roster system to provide support in managing out of hours operational events in the Treatment team as required with provision of a Barwon Water vehicle
- A current Victorian drivers licence
- A pre-employment medical, including health, drug and alcohol assessment is required for this position and part of our selection process.

Equal opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Signatures

Supervisor Name (print)

Supervisor signature

Date

Employee Name (print)

Employee signature

Date

We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.