



POSITION DESCRIPTION
PROJECT OFFICER
STATEWIDE WATER INFORMATION SYSTEM (SWIM)

Position Title: SWIM Project Officer

Reports to: SWIM Project Manager, *qldwater*

Role:

- Improve sustainability in Queensland's most crucial industry
- Build networks across the state and nationally
- Turn your attention to detail and data management skills into community benefits

Tenure: Contract – 12 months from commencement, possibility of an extension. A secondment may be possible for suitably experienced staff, subject to your employer's agreement

Salary: Salary will be negotiated with the successful applicant based on experience –\$50k starting base **plus** super and attractive incentive options

Closing date: Tuesday 18 October 2011, 5:00pm

YOUR OPPORTUNITY:

Become a key member of *qldwater* by working with experienced staff and contractors to develop and maintain the SWIM database, which streamlines reporting requirements for the efficient collection, storing and reporting of water service provider data.

<http://www.swim.qldwater.com.au/>

The position is partially supported by a grant from the Bureau of Meteorology to enhance Commonwealth data reporting.

The successful applicant will be employed under contract by the Institute of Public Works Engineering Australia (Qld Division) Inc. and be located at the IPWEAQ offices at Local Government House, 25 Evelyn Street, Newstead.

SPECIFIC RESPONSIBILITIES

- Oversee the day-to-day operation of the SWIM system
- Liaise with SWIM users (Queensland councils / Water Service Providers (WSPs)) regarding their use of SWIM, including providing assistance with using SWIM
- Liaise with data receivers, such as Department of Environment and Resources, Dept of Infrastructure and Planning, Bureau of Meteorology, National Water Commission
- Develop and maintain a good technical understanding of the SWIM water reporting system, in terms of both the reporting content and the information technology
- Develop technical information to support the maintenance and development of the SWIM system, including providing technical support to external IT consultants
- Monitor (and report to SWIM Project Manager) the use of SWIM by users, including:
 - compliance with mandatory reporting requirements (to an acceptable level)
 - participation of all types of reporting by all Qld WSPs
- Assist with formal SWIM user training programs

- Undertake, or assist, with a range of communication activities regarding the SWIM project
- Assess the quality of data submitted and the effectiveness of SWIM quality assurance tools
- Other SWIM-related or **qldwater** activities as required by the SWIM project Manager or **qldwater** CEO
- Participation in the development of *SWIMLocal*, a distributed software platform to help water service providers integrate their disparate data gathering and storage systems, and other new projects as identified.

Are you the right person for the job?

We need a dynamic, self-starter with:

- Attention to detail (especially of a technical nature)
- High level of experience (or interest and ability to attain) with Excel, Access or other database software
- Ability to communicate technically-complicated information to a range of stakeholders, in both verbal and written formats.

Reporting relationships

This position formally reports to the SWIM Project Manager, **qldwater**.

Interested?

Please provide the following information for the panel to assess your suitability:-

- A two page statement, including examples, outlining your suitability for this position referring to the dot points listed under "Are You the Right Person for the Job?" and "Specific Responsibilities;" and
- Your current resumé, including 2 referees from the last 2 years, with a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.
- Please note any attachments should be in Microsoft Word or PDF format.
- Applications must be received by Tuesday 18 October 2011, 5:00pm by email or hard copy to:

Heather Gold
Executive Assistant
qldwater
PO Box 2100
Fortitude Valley BC QLD 4006
Ph: (07) 3252 4701
enquiry@qldwater.com.au
www.qldwater.com.au

ABOUT *qldwater*

The Queensland Water Directorate (*qldwater*) provides an opportunity for Local Government water authorities to:

- receive independent expert advice,
- receive technical support and direction,
- share industry knowledge,
- improve efficiencies and long term planning on an integrated basis, and
- provide joint technical responses to changing government priorities.

qldwater currently has over 90% of Queensland's local government-owned water service providers as members. The benefits of an independent Water Directorate are:

- support in technical and operational issues (particularly for small Councils),
- improved technical representation in policy formulation through LGAQ,
- specialised technical input to State and Commonwealth Government,
- standard documentation,
- reduced duplication by members in documentation, procedures, etc., and
- improved co-operation among urban water service providers.

qldwater has a history of preparing quality standardised products and support services for its members.

qldwater is a business unit of the Institute of Public Works Engineering Australia (Qld Division) Inc. It is an initiative of, and governed by:



qldwater