

Coordinator – Drainage & Coastal Planning

Position Description

Directorate	Infrastructure Planning	Department	Drainage, Waterways and Coastal Planning
Reports To	Manager Drainage, Waterways and Coastal Planning	Direct Reports	Yes

Position Purpose

Coordinate the day to day operations of the Drainage & Coastal Planning Branch to deliver consistent, high quality planning, prioritisation and investment advice for drainage, stormwater, floodplain and coastal infrastructure, supporting risk management, sustainable development and coordinated investment.

Key Responsibilities and Outcomes

As a Coordinator – Drainage & Coastal Planning and member of the Drainage, Waterways and Coastal Planning Department you will:

- Coordinate workflow and task allocation across the Branch to deliver planning outputs on time and to standard.
- Quality assure strategies, studies, needs assessments, prioritisation frameworks and business cases across stormwater (quality and quantity), floodplain and coastal assets.
- Coordinate forward capital works planning for renewal, upgrade and growth aligned with risk and resilience objectives.
- Resolve routine operational issues and escalate complex or high risk matters with clear analysis and recommendations.
- Support staff development, consistent work practices and continuous improvement.
- Prepare reports, dashboards and planning insights to support governance and investment decisions.
- Coordinate stakeholder engagement to ensure planning outcomes reflect service standards and user requirements.
- Promote WHS compliance and safe work practices.

Our Values

Our values:
guiding how we
work and shaping
our future.



**SEE THE PERSON.
SEE THE CITY.**



**OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.**



**FALL, LEARN, RISE.
TOGETHER
WE GROW.**



**THINK BIGGER.
LET'S GO.**

Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Experience coordinating infrastructure planning teams or programs across water quality, drainage, flood mitigation or coastal environments. • Strong understanding of asset lifecycle planning, risk based prioritisation and investment governance. • Ability to manage competing priorities and deliver high quality outputs under time pressure. • Experience preparing reports and advice for management and decision making forums. • Demonstrated experience in integration of infrastructure outcomes and land use • Knowledge of WHS obligations and safe work practices.

Qualifications
• Tertiary qualifications in civil or environmental engineering, planning, water resources, coastal management, or a related field (or equivalent experience). • Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.