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| **Title:** | Product quality management systems officer |
| **Position number:** | 7884 |
| **Classification:** | Level 4 Zone A |
| **Group:** | Infrastructure Services |
| **Reports to:** | Team Leader Process Compliance |

# Position overview

This role has primary responsibility for the development and management of implementation of the integrated water and sewer quality management frameworks. Responsible for the management of processes of compliance, monitoring and reporting within the frameworks of the Australian Drinking Water Guidelines, the Australian Guidelines for Recycled Water and the Australian Sewerage Quality Guidelines. The Guidelines are extensive, with each framework for management of drinking water and sewage quality boasting 12 elements more than 32 components, each with multiple actions.

Icon Water Limited (Icon Water) is an unlisted public company that is wholly owned by the ACT Government. Icon Water:

* manages over $2b of water and wastewater assets with $300m annual revenue;
* holds a 50% interest in ActewAGL Distribution which owns over $1.4b of electricity and gas distributions networks; and
* holds a 50% interest in ActewAGL Retail which holds a majority market share in the ACT electricity and gas retail market with a turnover of over $600 million.

Icon Water’s voting shareholders are the Chief Minister of the ACT and the Minister for the Environment and Heritage. Icon Water has corporate reporting and compliance obligations under *the Territory-owned Corporations Act 1990* and Corporations Law.

In addition to legislation relating to all management roles, you are responsible for specific outcomes required by legislation governing the supply of water and sewerage services including the *Utilities Act 2000*, *Water Resources Act 2007*, *Environment Protection Act 1997*, *Water and Sewerage Act 2000* and the *Public Health Act* 1997.

Your duty to your employer includes an obligation to carry out your work in a way that does not put Icon Water in breach of any legislative or regulatory obligations. Icon Water will have responsibility to provide suitable training and to make you aware of the legal obligations relevant to your work.

Under Icon Water’s Integrated Management System, you are required to participate fully in, and lead for your own area of responsibility, all aspects of health, safety and environmental management, including risk assessment, hazard identification and control and incident reporting.

# Key responsibilities

**Responsible for the governance, review and assurance of the documentation of the Australian drinking water guidelines and the Australian waste water quality management guidelines.**

* Develop, implement and lead the review of the quality frameworks and supporting documents for integrated water cycle management (activities under the Drinking Water Guidelines, Australian Sewage Quality Management Guidelines, Australian Guidelines for Water Recycling, EPA licences to operate)
* Lead the integration of the product quality management systems and reporting
* Coordinates and supports the cross business Drinking Water Quality and Sewage Quality Management Teams. Facilitates activities across teams, branches and groups.
* Contribute to the planning and undertaking of external and internal water and sewer management system audits. Responsible for coordinating rectification of audit findings and non-conformances

**Reporting**

* Prepare the strategic plan and performance reports for water quality and sewerage quality improvement plans
* Assist in the preparation of committee papers and annual reports for Management/Board/Executive/Risk and Assurance Committee
* Review management processes and report on compliance with the ADWG, Environmental Management Plans and Environmental Approvals

**Advice**

* Provides professional or technical support across business teams, branches and Groups
* Support and provide coverage of compliance reporting activities from within the team.
* Other duties within the employee’s skill, competence and training.

# Qualifications, knowledge and experience

* Knowledge of governance, risk management and assurance principles and understanding of

safety, environment or quality management system standards

* Experience in implementation, auditing or compliance reporting of ISO9001 or ISO2200 or similar
* 3 or more years of advanced technical writing skills
* Applied experience in risk assessments

# Attributes and skills

* Promotes collaborative problem solving and open communications.
* Demonstrated facilitation and negotiation skills
* Thorough, tenacious, detail and completion oriented
* Motivates and influences other to achieve outcomes
* Project management skills: develops clear plans and timelines for audits and related projects,

communicates regularly with stakeholders including audit team members, and monitors progress,operating within budget and required standards.

* Attention to detail: examines issues thoroughly, using information gained to identify details

important to the matter at hand, monitoring own and others’ work to ensure accuracy.

