



## Position description

<b>Position title</b>	Property Development Officer
<b>Group / Branch</b>	Liveable Water Solutions /C Connections
<b>Reports to (Title)</b>	Team Leader – Property Development
<b>Competency level</b>	Individual Contributor

## Job Purpose

The incumbent will deliver service to customers in the development, building and plumbing industries by determining the servicing and financial conditions for land development projects, providing coordination, expertise and direction across development projects involving installation of new water and sewerage assets, protection of water, sewerage, recycled water assets and alternative water solutions.

## Key Accountabilities

- Responsible for the investigation, planning and advice delivered to customers regarding the installation of drinking & recycled water, and sewerage assets.
- Prepare and administer Notice of Agreements for developments requiring connection to drinking & recycled water and sewerage assets.
- Responsible to ensure correct financial and servicing conditions are applied within established policy and that processing is completed within customer and business targets (KPIs).
- Liaise, negotiate & undertake meetings on behalf of South East Water, with internal stakeholders, developers, engineering consultants, surveyors, plumbers, builders, local councils and other authorities on a daily basis regarding the provision of water, sewerage, recycled water and alternate water facilities to development proposals.
- Provide technical advice to customers.



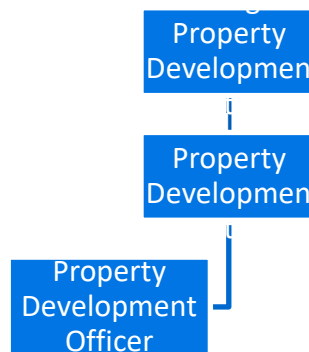
- Assess & manage 'buildover' asset protection applications.
- Responsible for processing minor sewer alteration/extension applications.
- Contribute to ensuring that the policies and all other branch quality documentation reflect current best practice.

## Knowledge, Skills & Experience

- Excellent communication, skills both written and oral.
- Detailed knowledge of the Land Development policy, Sewer Servicing Guidelines, Water Metering & Servicing Guidelines and pricing standards which apply to the Land Development Industry, which includes Essential Services Commission guidelines.
- Knowledge of the Water Act, Subdivision Act, and Melbourne Retail Water Agencies Water and Sewerage Standards.
- Knowledge of Water (Estimation and Sewerage) Regulations 2014.
- Knowledge of the design and/or construction of water and sewerage facilities.
- Sound ability to analyse development proposals and determine alternative servicing options to benefit the customer and South East Water.
- Knowledge of hydraulic principles.
- Sound analytical and computer skills including word processing, spreadsheets and other work related databases (ICE, GT Viewer, Property Connect etc).
- High level of negotiation skills to resolve complex servicing and financial requirements with land developers, engineering consultants, plumbers, builders, councils, other authorities and external customers.
- Experience in working within stringent time constraints.
- Able to understand technical matters and learn new technical skills.

## Dimensions

### Organisational Chart



### Number of people managed:

Nil

### Size of budget managed:

Nil

### Value of Assets managed:

Nil

### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.