



CHARTERS TOWERS
REGIONAL COUNCIL



APPLICATION INFORMATION KIT

**MANAGER
WATER AND
WASTEWATER**

Message from our CEO

Thank you for considering a leadership role with Charters Towers Regional Council. This is an exciting time to join us, with new projects, advanced technology and a professional team driving positive change.

Our values are a Community Focused team who are Respectful and Consistent. These values shape everything we do.

My leadership ethos is grounded in a people first approach which encompasses five key principles:

- Service – remove barriers and create conditions where teams feel valued and can thrive
- Honesty – speak openly and listen intently to build trust and transparency
- Reliability – lead with consistency, fairness and dependability
- Teamwork – foster collaboration, value every voice and drive continuous improvement together
- Integrity – follow through on commitments and make decisions with care and accountability

If this vision resonates with you, I encourage you to apply. We look forward to welcoming leaders who share our commitment to excellence.



Our COMMUNITY

The Charters Towers region is located to the south west of Townsville, covers approximately 68,580 km², and is intersected by two major highways: the Flinders Highway and the Gregory Developmental Road. This strategic intersection provides access to the Great Barrier Reef to the east, the rugged inland regions to the west, and key transport routes connecting Queensland to the north and south.

Charters Towers, a historic town that rose to prominence during the 1870s gold rush, serves as a hub for the region while promoting the region's rich heritage in well-preserved colonial architecture that showcases its golden past. Surrounded by picturesque landscapes, the town offers opportunities for outdoor adventures, including exploring the Burdekin River, hiking, and stargazing in the expansive outback skies.

The region's economy is driven by key industries that include mining, agriculture (particularly the lively cattle industry), healthcare/social assistance, and education. Together, these industries underpin a robust tourism sector that sees large numbers of tourists and visitors drawn to the region.



CTRC MISSION & VISION



WE ARE A
COMMUNITY FOCUSED
TEAM
WHO ARE
RESPECTFUL
AND
CONSISTENT

Our Mission:

"We will listen to, empower, uplift, and benefit our community with high quality services, infrastructure, and policy."

We will continuously improve our internal skills, transparency, efficiency, and planning to ensure we offer the best possible leadership for our region."

Our Vision:

"We are a council that is committed to the continuous improvement and the sustainable future of our region and our communities."



POSITION OBJECTIVE

The Manager Water and Wastewater is responsible for providing strong, decisive leadership, guidance and support to the Water and Wastewater Unit in relation to Water and Wastewater Infrastructure planning and maintenance, water treatment and reticulation services to ensure Council has a professional Water and Wastewater portfolio.

The position provides high level support to the Executive Manager as well as the Executive Leadership Team as a whole.



ABOUT THE ROLE

Employment Type: Executive Contract, Full Time,
Limited Tenure for five (5) years

Location: Charters Towers, QLD 4820

EMPLOYEE BENEFITS

REMUNERATION

Total Remuneration Package up to the value of \$198,487.68 per annum.

- Base Salary: \$159,820
- 12% Superannuation
- 17.5% Annual Leave Loading
- Option of Motor Vehicle Allowance or Council provided Vehicle
- Relocation assistance
- Salary Packaging
- Annual salary increases, as negotiated

CONDITIONS

- 5 weeks Annual Leave
- 15 Days Personal Leave
- Access to Employee Assistance Program (EAP)
- Development & Training Opportunities
- Council supplied mobile phone
- Professional Association Membership
- Temporary furnished accommodation may be available for the successful applicant

How to Apply

To submit an application for this position, please submit a cover letter and resume detailing how you meet the Position Requirements as outlined in this Information Kit through Council's Website.

Closing Date

11:59pm Thursday, 23 July 2026.

Late applications will only be accepted at the discretion of the Chief Executive Officer.



KEY RESPONSIBILITIES

1. Provide leadership, guidance, support, advice and direction to Council in the following service areas:
 - Water and Wastewater Infrastructure Planning
 - Water and Wastewater Infrastructure Maintenance
 - Water and Wastewater Treatment
 - Reticulation Services
2. Operationally manage efficient, effective, customer focused delivery of the services of the Water and Wastewater Unit.
3. Deliver high quality customer and community service including effective community and customer consultation, developing a clear understanding of community and customer needs and emerging issues.
4. Lead the Water and Wastewater Unit and contribute to Directorate and Council-wide strategic management including strategic and operational planning, organisational and Directorate performance frameworks, and the development of appropriate policies and systems.
5. Develop the Water and Wastewater Unit's business plan setting priorities and performance standards aligned to Council, community and customer needs.
6. Positively manage change and continuous improvement within the Water and Wastewater Unit in the pursuit of innovation and creativity and excellence in service delivery.
7. Build a positive workforce environment and culture with a focus on performance and the building of workforce capability.
8. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.



KEY RESPONSIBILITIES *[Continued]*

9. Represent and promote the Water and Wastewater Unit, Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
10. Model the highest standards of personal and professional conduct and Council values and behaviours.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.



POSITION REQUIREMENTS

Leadership:

Successful experience in providing strong, decisive leadership and management of one or more of the following:

- Water and Wastewater Infrastructure Planning
- Water and Wastewater Infrastructure Maintenance
- Water Treatment
- Reticulation

Participate as an active member of Council's Management Leadership Team (MLT).

Strategic Management:

Experience in (or ability to develop capability) developing an Organisational Unit and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.

Change Management:

Experience (or ability to develop capability) in implementing successful change and continuous improvement within a significant service delivery area, pursuing innovation and excellence in service delivery.

Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.

Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.



POSITION REQUIREMENTS *[Continued]*

Representing Council:

Experience in (or ability to capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government and broader environment and build and maintain positive working relationships.

Time Management:

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

Financial Management:

Prepare or provide input into the development of the Water and Wastewater Unit budget. Monitor and advise the Executive Manager on progress against budgetary expenditure in areas of financial responsibility.

Records Management:

Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised record keeping system.

Qualifications, Training and Development:

Essential:

- Level IV Water Treatment or Wastewater Treatment certifications.
- 5 to 10 years of experience working within water utilities, treatment plants, or environmental engineering firms.
- Thorough understanding of local public health acts, environmental protection regulations, and workplace health and safety (WHS) laws.

Desirable:

- Bachelor's degree in civil engineering, Environmental Engineering, Chemical Engineering, Environmental Science, or a similar related discipline.

Licences:

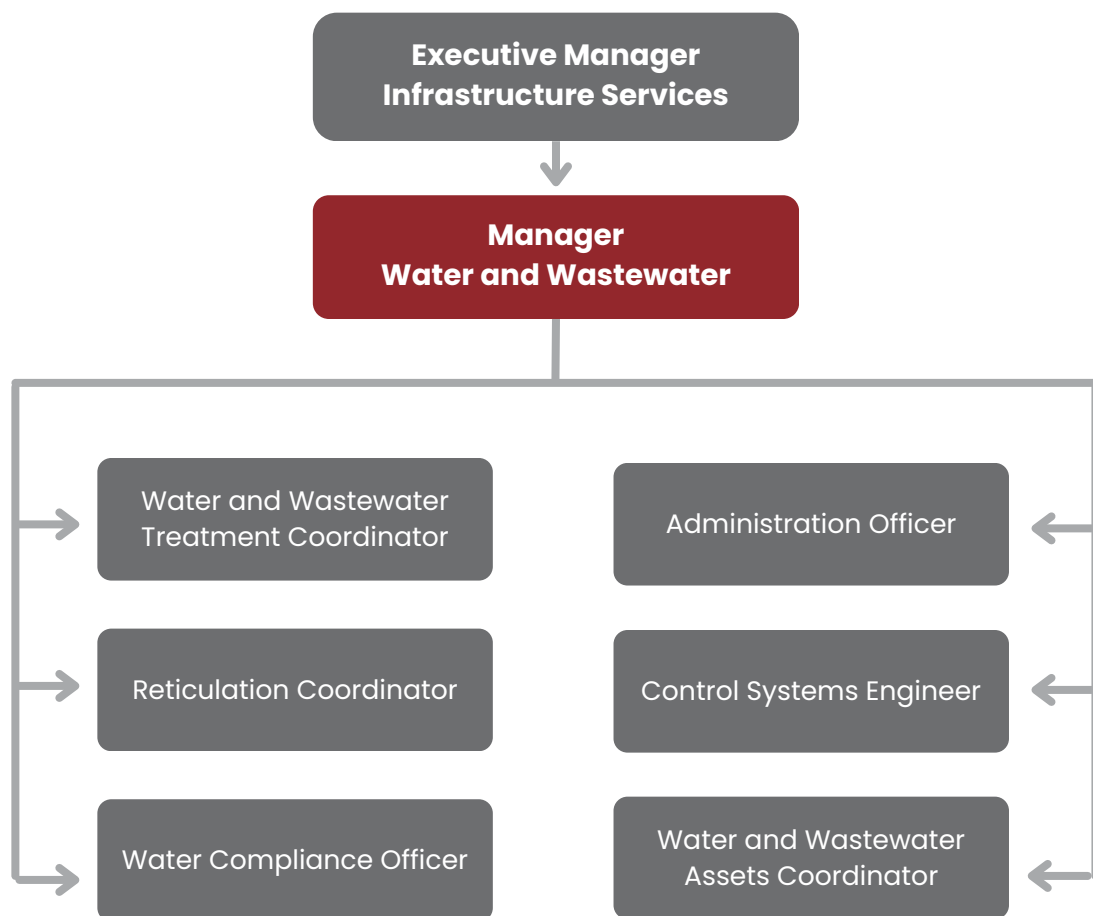
Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.



ORGANISATIONAL RELATIONSHIPS

- **Directorate:** Infrastructure Services
- **Reports to:** Executive Manager Infrastructure Services
- **Directly supervises:** Water and Wastewater Treatment Coordinator, Reticulation Coordinator, Water Compliance Officer, Administration Officer, Control Systems Engineer, Water and Wastewater Assets Coordinator



Contact Us



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