



**LOWER MURRAY  
WATER**

## Position Description

<b>Position Title</b>	Technical Officer – Rural Development
<b>Employment type</b>	Full Time
<b>Pay Band</b>	3
<b>Location</b>	Mildura
<b>Direct Reports</b>	Nil
<b>Reports to</b>	Manger Rural Services
<b>Delegated Authority</b>	E

## Position Summary

The Technical Officer – Rural Development provides specialist advice on irrigation and drainage requirements for subdivisions and developments, prepares formal responses and condition letters, and supports asset location, easement investigations and field inspections to ensure LMW meets its statutory responsibilities and delivers consistent, high quality customer service. The role also coordinates the annual submission to relevant government departments for properties to be excised from Rural Irrigation Districts and contributes to planning documents in alignment with local council strategies.

## Key Responsibilities

The Licensing & Entitlements Specialist is responsible for:

1. Providing technical advice and administrative support to internal and external customers on irrigation and drainage requirements for subdivisions and developments.
2. Investigating proposals and preparing written reports and condition letters that set out LMW's technical requirements.
3. Coordinating statutory referral responses to ensure LMW meets its obligations for subdivision and development approvals.
4. Conducting asset location, easement investigations, and field inspections, including acceptance of works.
5. Preparing the annual DEECA submission for properties to be excised from Rural Irrigation Districts.
6. Working collaboratively as a member of the Rural Services team, liaising with other departments providing information and advice to resolve customer enquiries, complaints and service requests.
7. Monitoring and reporting on subdivision progress, risks, and compliance, ensuring customer records, reports and documentation are accurately maintained.
8. Reviewing, and supporting improvements to systems, processes, procedures, databases and documentation to enhance customer experience, drive operational efficiency and achieve team objectives.
9. Building and demonstrating strong professional working relationships with both internal and external customers and stakeholders.
10. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.



### **Vision:**

A thriving future where water sustains people, nourishes land and enables prosperity



### **Purpose:**

To realise the full value of water for healthy people and productive landscapes

Our Values:



Deliver



Grow



Respect



Collaborate



Safe Work Done Well



## Skills and Experience

- Significant experience in the rural water or civil construction industry with strong knowledge of relevant Acts and procedures including local Council planning and development strategies.
- Proven ability to use business systems (GIS, CRM) to plan and monitor development activities.
- Experience in customer focused service delivery and stakeholder management across developers, consultants, and other government authorities.
- Demonstrated ability to work both independently and collaboratively within a multi-disciplinary team.
- Effective written and verbal communication skills and demonstrated experience in report writing with the ability to produce concise documents with attention to detail and maintaining compliant records.
- Proven ability to interpret and apply legislative requirements and internal policies.
- An understanding of the Victorian water entitlement framework (desirable)

## Compliance Requirements

- Driver's License
- Criminal background check
- Confirmation of fitness for work

## Key Behaviours



**Professionalism**  
Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.



**Integrity and honesty:**  
Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace.



**Collaboration and cooperation:**  
Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.



**Inclusivity and diversity:**  
Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.



**Coaching others:**  
Assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals.





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WATER**

**Signatures:** We certify that the content of this position description is accurate:

Position Holder:

Signature:

Date:

General Manager:

Signature:

Date:

Managing Director:

Signature:

Date:

Our Values:



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