

Role Charter

POSITION:	FLOOD SPECIALIST
Reports to:	Principal Resilience Officer
Accountable to	Coordinator Natural Environment and Resilience
Group:	City Planning
Date revised:	January 2026

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

The Flood Specialist will support the Senior Flood Specialist in flood risk management activities. The role involves assisting with flood risk assessments, data analysis, community engagement, and the implementation of flood management strategies.

Core Accountabilities

1. Support the implementation of flood risk management strategies in line with the NSW Flood Risk Management Manual.
2. Assist in conducting flood risk assessments, collecting and analysing flood data, and preparing technical reports and advice to inform floodplain management and land use planning, including development proposals.

3. Use flood modelling software to simulate flood scenarios, assess potential impacts, and contribute to the development of flood maps and visual outputs for reporting and presentations.
4. Support the review of flood referrals for planning proposals and development applications, for compliance with flood risk management guidelines
5. Generate flood certificates in accordance with Council-approved templates, drawing on adopted flood studies and responding to requests from customers or planning staff.
6. Support the Maitland Floodplain Risk Management Committee by preparing meeting materials and technical inputs, and participating as required.
7. Support emergency planning efforts, including preparation of flood data for emergency use and assisting during flood events with monitoring and data collection.
8. Assist in delivering community education and engagement activities aimed at increasing flood awareness and deliver future planning initiatives.
9. Maintain accurate and current flood data records and support the development of reports, grant submissions, and project documentation.
10. Collaborate with internal and external stakeholders, building professional relationships while contributing to floodplain risk management initiatives.

To undertake any other duties, projects or tasks as directed by the Coordinator/ Principal, which are within the employee's skills, competence and training.

To behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Tertiary qualifications in Civil Engineering, Environmental Engineering, Environmental Planning, or a related discipline or an equivalent combination of relevant contemporary industry experience and/or education/ training.
2. Demonstrated experience in flood risk management including undertaking flood assessments, modelling, and/or emergency response planning
3. Proficiency in flood modelling software and data analysis tools.
4. Strong communication skills with the ability to engage effectively with a range of stakeholders.
5. Proven ability to work collaboratively within multidisciplinary teams.
6. Well-developed organisational, time management, and problem-solving skills.

Desirable Criteria

1. Demonstrated willingness to learn and grow professionally within the flood risk management field.
2. Exposure to flood-related legislation, planning frameworks, or local government processes.
3. Involvement in community engagement or public education initiatives.
4. Experience preparing technical reports, flood maps, or planning advice, particularly within NSW.

Date:

Agreed:

Employee Name

Employee signature