

Role Charter

POSITION:	SENIOR 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 Senior Flood Specialist is responsible for providing technical advice in flood risk management. This role involves the application of the NSW Flood Risk Management Manual to develop and implement flood risk management strategies, conduct flood risk assessments, and support Council's efforts in mitigating flood impacts on the community and environment.

Core Accountabilities

1. Lead the development and implementation of comprehensive flood risk management strategies in accordance with the NSW Flood Risk Management Manual.
2. Undertake detailed flood risk assessments and provide technical advice on floodplain risk management and land use planning, including development and planning proposals.

3. Utilise flood modelling software to simulate flood scenarios, assess potential impacts, analyse data, and contribute to the development of flood maps and visual outputs, to inform planning, policy, and decision-making.
4. Evaluate planning proposals and development applications for compliance with flood risk management guidelines, providing expert flood-related advice.
5. Provide technical support to, and participate in, the Maitland Floodplain Risk Management Committee, including the preparation of reports, presentations, and input into strategy development.
6. Collaborate with emergency management stakeholders to integrate flood data into emergency plans and assist in providing real-time monitoring and response support during flood events.
7. Support community education and engagement activities aimed at increasing flood risk awareness, preparedness and resilience.
8. Develop and review flood risk management policies and guidelines to ensure compliance with relevant legislations and support Council's strategic and operational goals.
9. Monitor and ensure compliance with relevant legislation, regulations, and Council policies across all flood management activities.
10. Manage accurate and current flood data and records, and prepare technical reports, grant submissions, and project documentation.
11. Work closely with internal and external stakeholders, including but not limited to government agencies, community groups, and industry stakeholders, to achieve shared flood risk management outcomes and represent Council in relevant forums.
12. Provide training and mentoring to staff and contribute to a culture of continuous learning and professional development in flood risk management.
13. Support the Principal in delivering Council's flood planning function by coordinating day-to-day operations, managing projects, and overseeing Flood Specialist staff to ensure effective and efficient service delivery.

To undertake any other duties, projects or tasks as directed by the Coordinator or 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 related discipline or an equivalent combination of relevant contemporary industry experience and/or training.
2. Demonstrated proficiency in flood modelling software (hydrologic and hydraulic analysis) and geo-spatial data analysis tools, including the ability to develop, run, interpret, and review flood models, analyse large datasets, and apply outputs to support evidence-based decision-making.
3. Extensive experience in applying flood risk management principles within the NSW planning framework, including Development Control Plans, Local Environmental Plans, and development

assessment processes, to support effective development and strategic planning outcomes, including the application of the NSW Flood Risk Management Manual.

4. Demonstrated experience developing and implementing policies, guidelines, or strategies related to flood risk and resilience.
5. Exceptional communication and stakeholder engagement skills, including the ability to convey technical concepts to non-technical audiences, and work collaboratively to achieve shared outcomes.
6. Strong project management skills and experience in leading flood mitigation or floodplain risk management projects.
7. Strong organisational and time management abilities in managing competing priorities and deadlines.
8. Demonstrated experience and ability to supervise, coach and support staff in their day-to-day activities.

Desirable Criteria

1. Cert IV Leadership & Management or equivalent.
2. Strategic thinking and problem-solving skills, particularly in complex or high-risk environments.

Date:

Agreed:

Employee Name

Employee signature