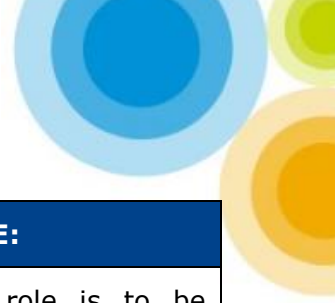


MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Infrastructure Maintenance



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Manager, Works Delivery	The team size reporting to this role is to be confirmed.
THIS ROLE EXISTS TO: (PURPOSE)	
<ul style="list-style-type: none">• Plan and manage the efficient and effective delivery of the end to end transition process from the existing maintenance service provider to the new operating model.• Ensure all contractual, commercial, risk mitigation and due diligence requirements are met.• Provide leadership and professional expertise to a skilled team responsible for ensuring safe, and reliable transition of the maintenance services to a new operating model.• Ensure best practice transition techniques and processes implemented.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• Safety and general wellbeing of self, staff, colleagues, and engaged contractors, through active and effective safety leadership, building a culture of hazard identification and reduction, and continuous improvement.• Manage the contract transition process to achieve a seamless transition from the existing model to a new contracting model• Oversee and develop the tasks and responsibilities of the team to ensure a seamless contract transition and delivery• Transition plan developed and implemented in line with project scope to achieve strategic priorities• Communications plan developed and implemented ensuring strong communication across Melbourne Water and key external stakeholders, including reporting.• Manage internal and external stakeholders to meet transition timelines and ensure accountabilities and authorities are clear for all stakeholders• Ensure strong alignment with the EIMD project team delivering the procurement activity• Working collaboratively with the Service Provider to achieve customer, and regulatory objectives during the transition period.• Working collaboratively with Maintenance and Operational Teams to achieve customer, and regulatory objectives during the transition period.• Provide specialist commercial and contract advice to ensure the effective and efficient management of the transition process• Lead the development of strategies, practices and procedures that will enhance the contract transition process• Ensure sound project management processes implemented and executed	

Job level: Hay 17
Assessed by: P&C
Date Assessed: August 2021
Last reviewed date:

MELBOURNE WATER POSITION DESCRIPTION

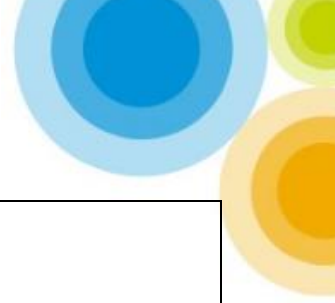
Transition Project Manager, Infrastructure Maintenance

KEY RESPONSIBILITIES	KPIs
<p>Safety and Wellbeing</p> <ul style="list-style-type: none"> • Demonstrate leadership supporting Melbourne Water’s safety and wellbeing beliefs • Proactive identification of hazards, issues and interventions 	<ul style="list-style-type: none"> • Demonstrated safety and wellbeing leadership Lead and lag indicator performance during transition period
<p>Lead the Transition Team</p> <ul style="list-style-type: none"> • Provide strong and effective leadership in taking ownership of the transition process and leading the transition team to ensure: <ul style="list-style-type: none"> ○ Effective transition across all stakeholders ○ Provide specialist commercial and contract advice ○ Strong project management disciplines implemented ○ Effective communications and alignment within the transition team 	<ul style="list-style-type: none"> • Develop all transition activities including the transition plan that effectively incorporates functional inputs and timelines across the organisation. • Provide specialist commercial and contractual advice to ensure the effective and efficient management of the transition process. • Lead the development of strategies, practices and procedures that will enhance the contract transition process. • Lead, engage and manage specialists ensuring schedule requirements are met. • Drive effective capacity and resource management.
<p>Delivery of the Transition Phase</p> <ul style="list-style-type: none"> • Provide strong and effective leadership in delivering the transition phase: <ul style="list-style-type: none"> ○ Transition plans developed and executed ○ Effective project management processes developed and implemented ○ Effective engagement with the current service provider, other maintenance providers in Infrastructure Operations, including advice to Minor Capital ○ Manage timelines to meet transition requirements 	<ul style="list-style-type: none"> • Ensure transition plans are developed to achieve strategic priorities. • Manage stakeholder deliverable timelines and ensure accountabilities and authorities are clear for all stakeholders. • Develop and execute a transition plan that critically reviews effectiveness and performance. • Implement the new operating model contracting arrangement. • Develop and implement governance, frameworks, policies and procedures relating to the new contract model. • Assist in the development of, and compliance against a risk assessment to ensure optimum performance. • Manage project delivery including milestone and budgetary considerations. • Training associated with new delivery contract

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MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Infrastructure Maintenance



<p>Stakeholder Management</p> <ul style="list-style-type: none"> • Manage internal and external stakeholder requirements to ensure transition plan outcomes are achieved • Effective engagement with the current service provider, other maintenance providers in Infrastructure Operations, including advice to Minor Capital 	<ul style="list-style-type: none"> • Build and maintain strong, constructive working relationships with key internal and external stakeholders, focussed on achieving set objectives within the set timeframes as defined by the transition plan. • Deliver reporting requirements in line with reporting schedule. • Establish and implement a communication strategy in collaboration with Melbourne Water’s People and Capability team.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Tertiary qualifications in Engineering, Finance, Law, Economics or similar discipline relevant to contract and change management or equivalent experience
- Demonstrated experience and working knowledge of project management approaches, tools and phases of the project lifecycle
- Extensive experience in the delivery of transition strategies that support the implementation of large, complex business transformation programs of work is essential
- Demonstrated experience in high value contract management
- Demonstrated experience with transition and change management including process, system and business implementations for government organisations or large, complex private sector
- Demonstrated experience in leading change and teams with proven experience in influencing across the business to deliver on positive outcomes.
- Proven ability to provide a high level of customer service, and contribute to a constructive, positive and supportive team environment.
- Highly influential in workgroups and with colleagues in a complex environment.
- Strong communication and negotiation skills to ensure a common understanding is established.
- Excellent organisational skills and an ability to balance priorities.
- Excellent written and communication skills, including demonstrated ability to communicate with a broad range of internal and external stakeholders.
- Excellent financial and commercial acumen skills.
- Experience with MS Office and other IT asset based systems.

KEY RELATIONSHIPS:

Job level: Hay 17
 Assessed by: P&C
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MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Infrastructure Maintenance



All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Infrastructure Operations
- Asset Management Services (AKT / IT)
- Waterways & Catchment Operations
- Major Program Delivery (Capital)
- People and Capability
- Safety
- EIMD Procurement delivery team
- Other business groups as required
- EIMD Steering Committee

External

- Third party delivery partners, current and future, maintenance delivery partner Third party contractors providing other maintenance services and products
- Maintenance, Low Risk Capital, MPD service providers
- Engineering design consultants and constructors
- Various external industry bodies and regulators as required, (Worksafe, ESV, etc.)
- Unions

SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- A relevant tertiary qualification in Engineering, Finance, Law, Economics or similar discipline relevant to contract and change management or equivalent experience
- Demonstrated experience and working knowledge of project management approaches, tools and phases of the project lifecycle
- Demonstrated experience with transition and change management
- Criminal Records Check
- Medical Assessment
- Victorian Driver's License

Location: Some degree of flexibility exists as to where the substantive base location for this role is. The role will regardless require a reasonable amount of travel across the full geographic spread of Melbourne Water's operational asset base.

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