

MELBOURNE WATER POSITION DESCRIPTION

SENIOR ASSET MANAGER, PROJECT DEVELOPMENT, WATER & SEWERAGE

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead, Project Development, Water & Sewerage	Co-ordination of Contractors and Casuals under a matrix management structure
THIS ROLE EXISTS TO: (PURPOSE)	
<p>Deliver and drive effective and efficient asset management outcomes for the business through project development.</p> <p>Provide daily technical leadership, co-ordination and oversight of their complex program of technical projects in their portfolio(s) and discipline(s) in collaboration with the broader business.</p>	
KEY ACCOUNTABILITIES:	
<p>Taking responsibility for own and colleagues' Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</p> <p>Under limited supervision:</p> <ul style="list-style-type: none"> • Consistently apply relevant Asset Management process and procedures, and improve processes and systems within existing policy guidelines. • Seek efficiencies through implementation of new technologies or alternative approaches where direct benefits can be achieved. (innovation) • Undertake decision-making to ensure Whole of Lifecycle cost of assets and services is minimised. • Develop and maintain relationships with key customers and stakeholders. <p>Support development of efficient and effective capital program and prioritisation by planning and performance team. Support AMP and standard development?</p> <p>In line with capital plan timelines, develop asset renewal and optimisation business cases for Capital Projects to meet business requirements and budgets, including:</p> <ul style="list-style-type: none"> • Development of BNIs and PBCs, including understanding of strategic intent, development of budgets and schedules (working with delivery groups), options analysis. • Development of functional requirements • Consultation and collaboration with Operations and Planning • Understanding of relevant standards, specifications and guidelines <p>Compliance with capital management systems and process, including management of project forecasting and other reporting requirements until projects are handed over to delivery.</p> <p>Support project delivery with asset management technical knowledge and oversight of project intent.</p>	

Job Level: EA7

Assessed by: P&C

Date: May 2019



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Acceptance of new assets through Handover processes, including acceptance of meeting of functional requirements and acceptable quality.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Experience and knowledge of project planning, management and business case preparation
- Ability to critically explore and analyse solution options and associated financials (eg NPV, construction estimates)
- Understanding of general asset management processes and risk assessment techniques.
- Proven history of working as a collaborative team member and working in a constructive culture to achieve customer centric outcomes.
- Experience with standard office IT systems (e.g., MS Office, Maximo, Project Online, MapInfo etc)
- Strong interpersonal skills together with excellent verbal and written skills.
- Demonstrate initiative and ability to prioritise and perform complex professional/technical work with limited supervision and exercise professional/technical judgement.
- Ability to influence decision making and provide guidance.
- Demonstrated and proactive Health and Safety leadership and a personal commitment to Health and Safety procedures, policies and plans.

KEY RELATIONSHIPS:

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

- Consult and constructively work with Major Program Delivery, Low Risk Capital Governance, Wholesale Services, Integrated Planning.
- Ability to work across teams and develop strong working relationships broadly across Melbourne Water

External

- Assist in the management of specialist consultants and specialist service providers.
- Consult and constructively work with Melbourne Water partners in delivery of capital projects.
- Liaise and consult with other interested agencies (e.g. DELWP, Local government, SES, VicPol, ESV, Worksafe, etc.)

SALARY RANGE:

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

OTHER COMMENTS:

This role requires the following:

- Tertiary degree in relevant engineering field or extensive experience in related area
- Criminal Records Check

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- Medical Assessment
- Current full Victorian Driver's License
- Travel to various Melbourne Water sites – e.g. treatment plant sites and transfer sites.

Location: 990 Latrobe Street, Docklands, Victoria. Work at other metropolitan sites can be requested, to carry out the duties and function of the position – subject to consultation and agreement with Manager.

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