

MELBOURNE WATER POSITION DESCRIPTION

SENIOR ASSET PROGRAMS PRACTITIONER

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader – Integrated Water and Catchment Management Programs	This role has 0 direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>Provide asset programs expertise and support the Team Leader Integrated Water and Catchment Management (IWCM) Programs in applying best practice asset management in developing and maintaining the annual investment programs and the underpinning prioritisation, optimisation and performance assessment processes that deliver the required catchment (waterway, flood, IWM (Integrated Water Management), water supply catchment and land) services.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Support the Team Leader ICWM Programs to: <ul style="list-style-type: none"> ○ Coordinate and support the development and maintenance of common catchment and land investment planning tools and processes. ○ develop a clear and understood process for optimising the annual expenditure of ICWM maintenance, renewal and service intervention funding. ○ Support, the Asset Practitioners, working with the Flood Services, Catchment, Land and Waterways Services, and Regional Services teams to develop annual Catchment Services investment programs that optimise the available IWCM funding. ○ Support and coordinate regular investment program reviews. assess the program effectiveness and efficiency • Provide effective and accurate reporting supporting and enabling effective implementation, monitoring and review of IWCM programs. • Provide expert advice on investment programs, including performance measures for the effective delivery of those investments. • Build and maintain positive customer and stakeholder relationships. • Contribute to a positive team culture, consistent with Melbourne Water’s behaviours • In delivering all accountabilities, strive for a generative safety culture, taking care of your own and colleagues’ health and safety through active identification, elimination and management of safety risks 	
KEY RESPONSIBILITIES	KPIs
<p>Develop and maintain an effective investment decision making approach for IWCM services</p> <ul style="list-style-type: none"> • Drive continuous improvement of tools and processes related to program management. • Produce reports and dashboards supporting effective decision making, monitoring and review. • Establishes agreed procedures and processes for: <ul style="list-style-type: none"> ○ investing in ICWM works, and ○ optimizing the annual investment decisions • Work constructively with internal and external partners to successfully implement the agreed investment frameworks. • Provide expert advice on investment frameworks and assessing program effectiveness 	<ul style="list-style-type: none"> • Timely delivery of annual Investment plan and reviews • Improved system and processes developed and implemented <p>Timely delivery of reports and dashboards supporting the effective implementation of programs.</p>

Job level: EA 7
 Assessed by: P&C
 Assessed by: P&C
 Date: March 2018

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<ul style="list-style-type: none"> Support the Asset practitioners and Team Leader developing coordinated and optimised annual Investment Plans and Reviews 	
<p>Customer Service and relationship management</p> <ul style="list-style-type: none"> Understand customer needs and provide progressive and timely solutions Build strong and productive relationships Influence others to pursue a course of action Contribute to a positive team culture 	<ul style="list-style-type: none"> Reputation survey results Act in accordance with the Melbourne Water values and any agreed team behaviours
<p>Generative Safety Culture</p> <ul style="list-style-type: none"> Provide proactive Health and Safety Leadership and a personal commitment to generating a safety culture and to involving all team members in team health and safety plans 	<ul style="list-style-type: none"> Active contribution to the development and implementation of the team's and group's Safety Management Plan and Safety Improvement Plan.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Experience in program planning and management
- Act in accordance with the Melbourne Water values and any agreed team behaviours
- Demonstrated ability to extract, analyse and present data from a broad range of databases using SQL (Melbourne Water uses Microsoft SQL Server)
- Data quality and assurance
- Strong understanding of data relationships, data mining and quantitative vs. qualitative analytics
- Understand maintenance delivery processes as applicable to IWCM assets classes and systems
- Good problem solving and analytical skills which adds value to business and customers.
- Ability to proactively identify and document functional business requirements for process and system enhancements.
- Ability to develop and implement practical solutions to complex problems associated with data and information management
- Demonstrated ability to develop effective guidelines, procedures and instructions.
- Ability to coordinate and prioritise your work and time to deliver on agreed, long-term objectives while managing day-to-day challenges and work unsupervised.
- Ability to effectively communicate verbally and in writing with all stakeholders and to prepare and deliver information to an audience in a professional manner.
- Experience in actively providing a healthy, safe and supportive work environment
- A commitment to self-awareness, self-reflection and ongoing personal development.
- Experience in the following applications: Maximo, Power BI, Microsoft SQL Server, Excel, Finance One, ESRI

KEY RELATIONSHIPS:

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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

- IWCM
- Waterways & Catchment Operations
- Customer and Strategy
- Integrated Planning
- Commercial & Technology Services
- Portfolio Management Office (PMO)

EXTERNAL

- Consultants, Contractors
Service providers

SALARY RANGE:

- EA Level 7
- 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:

- Tertiary qualification in engineering, project management, data analysis or related technical discipline, or extensive experience in maintenance program management
- Appreciation and understanding of asset management
- Victorian Driver's License
- Criminal Records Check

Location: 990 Latrobe St, Docklands

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