

# MELBOURNE WATER POSITION DESCRIPTION

Asset Practitioner Drainage Civil



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead Drainage	No direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
To apply best practice asset management developing integrated 3-5 year rolling investment programs for maintaining and renewing Melbourne Water’s Civil drainage infrastructure.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> <li>• As directed:               <ul style="list-style-type: none"> <li>○ deliver projects and project components as part of the agreed annual work programs to maintain and renew Melbourne Water’s civil drainage infrastructure</li> <li>○ work with internal partners to develop collaborative and integrated 3-5 year rolling programs that that maintain the agreed civil drainage level of service</li> <li>○ Develop detailed options and interventions for drainage maintenance and renewals</li> <li>○ Contribute to assessing asset performance, service capability and risk to service for civil drainage infrastructure</li> <li>○ provide expert advice on management regimes and current service capability</li> <li>○ establish and maintain the requisite drainage asset management policies, plans, standards, processes and management regimes</li> </ul> </li> <li>• Build and maintain positive customer and stakeholder relationships.</li> <li>• Contribute to a positive team culture, consistent with Melbourne Water’s behaviours</li> <li>• In delivering all accountabilities, strive for a generative safety culture, taking care of own and colleague’s health and safety through active identification, elimination and management of safety risks.</li> </ul>	
KEY RESPONSIBILITIES	KPIs
<p><b>Contribute to the development of the 3-5 year program to maintain and renew Melbourne Water’s civil drainage infrastructure</b></p> <ul style="list-style-type: none"> <li>• Works constructively with internal and external partners to develop a coordinated program</li> <li>• Provide technical advice and guidance on managing civil drainage infrastructure</li> <li>• Develop effective options for drainage maintenance and renewals</li> </ul>	<ul style="list-style-type: none"> <li>• An agreed 3-5 year rolling investment program</li> <li>• An up to date 20 year capital program.</li> <li>• Provide, within the agreed timeframes, effective and appropriately scoped and options for the Catchment Programs Team to initiate</li> </ul>
<p><b>Asset Management</b></p> <ul style="list-style-type: none"> <li>• Support and promote the application of asset management practice to manage Melbourne Water’s drainage assets</li> <li>• Contribute to assessing asset performance, service capability and risk around flood risk reduction infrastructure and interventions.</li> <li>• Contribute to documenting best drainage asset management practice, standards and maintenance regimes</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver agreed projects/activities in line with the timelines, budget and quality.</li> </ul>

Job level: 6

Assessed by: P&C

Date:

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<p><b>Customer Service and relationship management</b></p> <ul style="list-style-type: none"> <li>• Understand customer needs and provides progressive and timely solutions</li> <li>• Build strong and productive relationships</li> <li>• Influence others to pursue a course of action</li> <li>• Contribute to a positive team culture</li> </ul>	<ul style="list-style-type: none"> <li>• Reputation survey results</li> </ul>
<p><b>Generative Safety Culture</b></p> <ul style="list-style-type: none"> <li>• Support team leadership in proactive Health and Safety Leadership and in addition to a personal commitment to generating a safety culture and to involving other team members in team health and safety plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the team’s Health and Safety plan managed and safety initiatives.</li> </ul>
<p><b>Support team members</b></p> <ul style="list-style-type: none"> <li>• Effectively support team members in development of knowledge and experience around asset management and flood risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Act in accordance with the Melbourne Water and any agreed team behaviours</li> </ul>

**SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:**

- Experience in managing civil drainage assets
- Good problem solving and analytical skills which adds value to business and customers.
- Coordination, prioritisation and time management skills to deliver on long-term objectives while managing day-to-day challenges within tight timeframes 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 supporting a healthy, safe and supportive work environment
- A commitment to self-awareness, self-reflection and ongoing personal development.

**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**

- AMS -Asset Knowledge and Systems
- AMS – Sewerage Asset Management and Water Asset Management
- Waterways & Land – Catchment Strategies and Services
- Waterways & Land – Regional Services
- Integrated Planning
- Safety

**EXTERNAL**

- Local Government

**SALARY RANGE:**

- EA salary level

**OTHER COMMENTS:**

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## Asset Practitioner Drainage Civil



This role requires the following:

- Understanding of asset management and drainage management principles.
- Tertiary qualification in engineering, project management, or related technical discipline.
- Victorian Driver's License
- Active engineering registration in a related discipline relevant to the position is required.

Location: 990 Latrobe St

Job level: 6

Assessed by: P&C

Date: