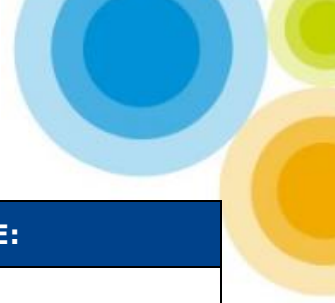


# MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Field Services Panel



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Manager, Delivery Works Execution	1-2 team members

## THIS ROLE EXISTS TO: (PURPOSE)

- Plan and manage the efficient and effective delivery of the end to end transition process from the existing arrangements 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:

- 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 Field Services Panel team delivering the procurement activity
- Working collaboratively with the Service Providers to achieve customer, and regulatory objectives during the transition period.
- Working collaboratively with internal 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: September 2021  
Last reviewed date:

# MELBOURNE WATER POSITION DESCRIPTION

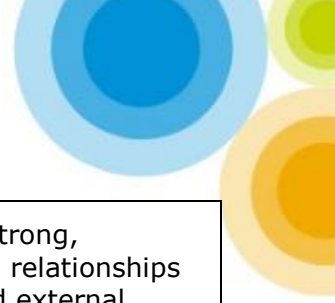
Transition Project Manager, Field Services Panel

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

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# MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Field Services Panel



<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"><li>• Manage internal and external stakeholder requirements to ensure transition plan outcomes are achieved</li><li>• Effective engagement with the current and new service providers</li></ul>	<ul style="list-style-type: none"><li>• 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.</li><li>• Deliver reporting requirements in line with reporting schedule.</li><li>• Establish and implement a communication strategy in collaboration with Melbourne Water’s People and Capability team.</li></ul>
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## 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:

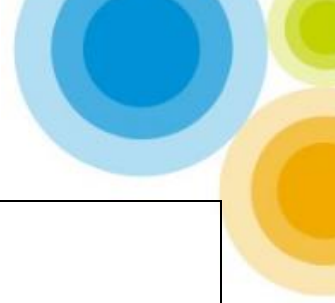
All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

- Internal**
- Waterways & Catchment Operations
  - Infrastructure Operations
  - Asset Management Services (AKT / IT)
  - People and Capability
  - Safety
  - Procurement

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Assessed by: P&C  
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# MELBOURNE WATER POSITION DESCRIPTION

Transition Project Manager, Field Services Panel



- Other business groups as required
- Steering Committee

## External

- Third party delivery partners, current and future
- Third party contractors providing other maintenance services and products
- 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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