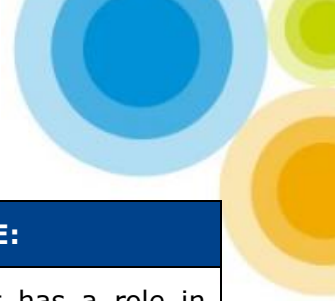


# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

## Project Delivery Coordinator – Water Transfer



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Area Lead Program Delivery	This role has no direct reports but has a role in coordinating and leading a team of specialist resources.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Project Delivery Co-ordinator provides robust governance for Minor Capital projects delivered across Melbourne Water’s network. The role will assist in facilitating the effective end to end delivery of mechanical, electrical and civil minor capital projects while maintaining clear accountabilities between Melbourne Water and the Services Provider.</p> <p>The role will also assist the Area Lead Program Delivery and contract manager in driving improvements in Minor Capital delivery process. This includes facilitating development of effective capital programs through strong planning, coordination and engagement with all Minor Capital service providers and operational teams in their area of responsibility.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"><li>• Delivery of the Minor Capital program within assigned portfolio</li><li>• Key point of contact for delivery of all Minor Capital projects with the area of responsibility</li><li>• Successful implementation of the new streamlined governance processes to improve efficiency and governance oversight of the Minor Capital Program for their area</li><li>• Coordination of the Minor Capital Program with the respective Operations teams and Service Providers delivering the projects.</li><li>• Ensure successful scheduling of the project on ground activities in accordance with the One Site One Plan initiative</li><li>• Investigate and negotiate any project variations as required</li><li>• Facilitate transition of the Minor Capital projects from project initiators for end to end delivery by the service providers including project scope and work pack reviews</li><li>• Review of project scopes and project cost estimate to ensure consistent value for money is achieved across the Minor Capital program in the area</li><li>• Coordination and facilitation of commissioning activities involving Operations and the service providers</li><li>• Provision of robust annual forecasts on a monthly basis for the area program</li><li>• Operational and financial close out of projects including receipt of all as constructed information, development of applicable maintenance regimes and project final cost reporting.</li><li>• Promote a culture that strives to deliver quality outcomes for Minor Capital delivery</li><li>• Facilitate site safety assurance for the area’s Minor Capital program</li><li>• Ensure safety is prioritised throughout projects and solutions are assessed on the hierarchy of control for the best outcome</li><li>• Provide technical capital advice to Service &amp; Asset Lifecycle, Service Futures, Operational teams and the Service Provider</li><li>• Investigate statistics and data which can be used as lead indicators to monitor and evaluate the delivery performance of the area’s Minor Capital program</li><li>• Undertake investigations as required on various incidents</li><li>• Facilitation of governance audits by external auditors</li><li>• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li></ul>	

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

## Project Delivery Coordinator – Water Transfer

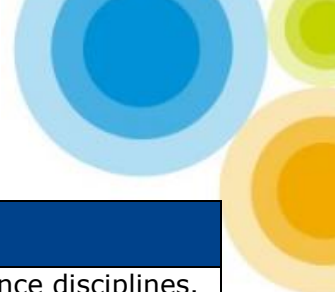


KEY RESPONSIBILITIES	KPIs
<p><b>Ensure delivery and governance of Minor Capital Program</b></p>	<ul style="list-style-type: none"> <li>• Minor Capital projects are appropriately managed and governed</li> <li>• Planning, scheduling and delivery of Minor Capital projects are successfully integrated with One Service Delivery initiatives</li> <li>• Governance to ensure daily, weekly and monthly project issues/opportunities are address sufficiently and the actions are closed out in a timely manner.</li> <li>• Prioritise projects within assigned area to ensure alignment with Melbourne Waters operational and strategic requirements</li> <li>• Ensure due processes are followed when managing MAXIMO data to facilitate accurate works management, approvals and forecasting of Minor Capital activities.</li> <li>• Facilitate/obtain appropriate project approvals from relevant parties within MW</li> </ul>
<p><b>Provide and facilitate technical support to Minor Capital Program</b></p>	<ul style="list-style-type: none"> <li>• Ensure technical enquiries and RFI’s are addressed by Melbourne Water subject matter experts (SME’s) in a timely fashion</li> <li>• Ensure project solutions are accepted and endorse by relevant asset managers and operations</li> </ul>
<p><b>Ensure safe, efficient and high quality outcomes</b></p>	<ul style="list-style-type: none"> <li>• Financial budgets and forecast targets are consistently being achieved</li> <li>• Melbourne Water’s financial governance process are applied to all projects and associated tendering requirements</li> <li>• Minor Capital projects are effectively being delivered with no safety, environmental or quality issues</li> <li>• Ensure in field safety and quality checks are undertaken</li> </ul>

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

## Project Delivery Coordinator – Water Transfer



### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- A broad technical knowledge of the mechanical, electrical and civil maintenance disciplines.
- An understanding of contracts and contract management
- Strong commercial acumen
- Experience in the preparation and monitoring of budgets
- Proven ability to provide a high level of customer service, and contribute to a constructive, positive and supportive team environment
- Clear understanding of health and safety management systems and processes
- Ability to undertake health and safety and quality assurance audits
- Sound negotiation and problem solving skills
- Strong communication and negotiation skills to ensure a common understanding is established
- Excellent organisational skills and an ability to balance priorities
- Highly influential in workgroups and with colleagues in a complex environment
- Experience with Maximo, Microsoft computer packages and other asset management information systems would be considered advantageous
- Extensive mechanical, electrical or civil knowledge related to water and sewerage treatment and transfer systems would be considered advantageous.

### KEY RELATIONSHIPS:

This role includes the management of key internal and external customers and stakeholders to ensure effective project delivery. These stakeholders are as follows:

#### INTERNAL

- Operators, Engineers and Technical Specialists
- Service & Asset Lifecycle
- Service Futures
- Waterways and Catchment Delivery
- Other Business Groups as required

#### EXTERNAL

- Maintenance and Capital service providers
- Engineering design consultants and constructors
- Various external authorities such as WorkSafe, ESV etc.

### SALARY RANGE:

- EA salary level 7

### OTHER COMMENTS:

This role requires the following :

- A relevant tertiary qualification in Engineering or Science
- Additional qualifications in business management would be advantageous.
- Pre-employment Health Assessment.
- Victorian Driver's License.

Location: Healesville. The role will regardless require a reasonable amount of travel across the full geographic spread of Melbourne Water's operational asset base.