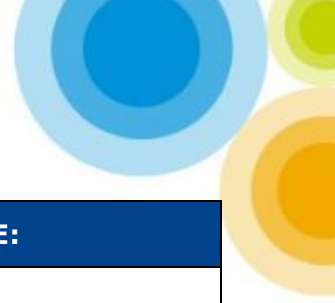


# MELBOURNE WATER POSITION DESCRIPTION

## Planning Coordinator, Works Delivery



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Maintenance Team Leader	<p>This role has no direct reports.</p> <p>The role facilitates the long term planning activities of project and maintenance delivery partners via the maintenance service provider.</p>
THIS ROLE EXISTS TO: (PURPOSE)	
<ul style="list-style-type: none"> <li>Accountable for the Annual Works Plan through to T-12 plan development via interfacing with key Melbourne Water stakeholders and the maintenance service providers planning and scheduling team.</li> <li>Facilitate the efficient and effective planning and coordination of Maintenance related activities by Melbourne Water’s delivery and operational teams, EIMD maintenance service provider and all other contractors across the Infrastructure Operations operational facilities.</li> <li>Facilitate the development and ongoing optimisation of maintenance annual work plans to ensure they are optimally balanced to deliver best for customer and business outcome.</li> <li>Ensure the safe and reliable coordination of maintenance planning to facilitate maintenance delivery.</li> <li>Ensure the planning coordination of the maintenance program by the service provider is integrated, enhanced, balanced and continuously improved to deliver the best outcome for operations, customers and key stakeholders.</li> <li>Ensure best practice planning techniques and processes are followed.</li> <li>Provide technical expertise and experience to ensure safe, and consistent delivery of maintenance activities.</li> </ul>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> <li>Safety and general wellbeing of self, and those around you by following health and safety procedures, hazard identification and reduction, and continuous improvement. This includes being actively involved in identifying, promoting and implementing initiatives that improve health and safety.</li> <li>Facilitate and coordinate the development and ongoing optimisation of maintenance annual work plans to ensure they are optimally balanced to deliver best result for customers and Melbourne Water.</li> <li>Improve the delivery of maintenance via effective engagement with internal and external stakeholders (Operations, MPD, AMS, and the Maintenance Service Provider).</li> <li>Ensure continuous improvement in service outcomes, and productivity in delivery, whilst working collaboratively with Operational Teams to achieve customer, regulatory and financial objectives.</li> <li>Support the service provider (s) planning and scheduling function by leading and coordinating forward planning activities which includes input from Melbourne Water key stakeholders.</li> </ul>	

Job level: EA 7  
 Assessed by: P&C  
 Date Assessed: 8/2/2021  
 Last reviewed date: June 2022

# MELBOURNE WATER POSITION DESCRIPTION

## Planning Coordinator, Works Delivery



- Implement and drive leading practices in works planning and scheduling across a broad range of delivery programs, whilst maintaining and improving consistent works management processes.
- Ensure compliance with all Melbourne Water systems, policies and procedures and specifically Occupational Health and Safety, Environment, Product Quality Management Systems.
- Coordinate with the maintenance service provider development of maintenance programs that optimises maintenance resource requirements and reduces the total asset life cycle cost.
- Providing technical support to Planning and Operational teams.
- Support works coordination activities.
- Responding to incidents and providing key technical support during and after these events as required
- Assist and support the Work Order management process.

KEY RESPONSIBILITIES	KPIs
<p><b>Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Demonstrate support of 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 as agreed in performance plan</li> </ul>
<p><b>Lead Forward Planning Activities</b></p> <ul style="list-style-type: none"> <li>• Lead and engage with Operations, AMS, MPD and the maintenance Service Provider (s) to ensure correct priorities are set and annual works plans are optimised</li> </ul>	<ul style="list-style-type: none"> <li>• Forward planning of maintenance and capital works are successfully integrated with Melbourne Water operational requirements</li> <li>• Plant outages are coordinated to balance process, maintenance project delivery requirements</li> <li>• Annual and 90 day planning effectively completed</li> <li>• Oversight of Campaigns and turn around maintenance</li> <li>• Oversight of Annual Planning process</li> <li>• Technical expertise and experience provide significant value to maintenance regime reviews</li> <li>• Support Works Coordinator as required</li> </ul>
<p><b>Drive Exceptional Performance</b></p> <ul style="list-style-type: none"> <li>• Drives the achievement of results</li> <li>• Improve works coordination activities across operations, maintenance and capital works</li> </ul>	<ul style="list-style-type: none"> <li>• Optimised maintenance activities considering operational, capital, assets and service provider requirements</li> <li>• 90 day planning meetings held with issues resolved</li> </ul>

Job level: EA 7  
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# MELBOURNE WATER POSITION DESCRIPTION

## Planning Coordinator, Works Delivery



<ul style="list-style-type: none"> <li>Displays strong commercial judgement and acumen</li> </ul>	<ul style="list-style-type: none"> <li>Manage and report on KPI's for maintenance functions</li> <li>Regulatory and other compliance obligations achieved</li> <li>Reporting completed and delivered on time.</li> <li>Regulatory compliance obligations achieved</li> </ul>
<p><b>Assist Maintenance Budget</b></p> <ul style="list-style-type: none"> <li>Assist with development and review of maintenance budgets.</li> </ul>	<ul style="list-style-type: none"> <li>Review of maintenance forecasting and identifying opportunities to optimise</li> <li>Ensure financial year budget planning and development completed and delivered on time</li> <li>Opportunities for savings identified via improved forward planning</li> <li>2-5 year budget look ahead based on Annual Works Plans</li> </ul>

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated substantial knowledge and experience in the maintenance of large and complex mechanical and electrical plant and equipment.
- Demonstrated strong problem-solving and analytical skills.
- Demonstrated experience managing and influencing across a diverse work force
- Demonstrated ability to efficiently plan and schedule works and use systems to improve efficiencies.
- Extensive experience in mid to long term maintenance planning activities.
- Extensive experience and detailed knowledge in one or more of the mechanical, electrical or instrumentation disciplines.
- Proven ability to provide a high level of customer service, and contribute to a constructive, positive and supportive team environment.
- 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.
- Experience with Maximo, MS Office and other IT asset based systems.
- Demonstrated experience in risk management.

### KEY RELATIONSHIPS:

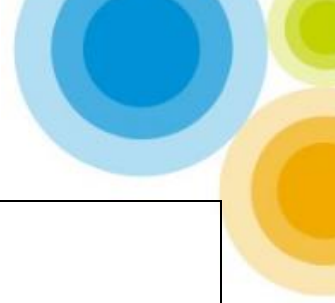
All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

- Internal**
- Infrastructure Operations
  - Works Delivery Leadership team
  - Works Delivery team members
  - Operational team members
  - Asset Management Services
  - Waterways & Catchment Operations

Job level: EA 7  
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# MELBOURNE WATER POSITION DESCRIPTION

## Planning Coordinator, Works Delivery



- Major Program Delivery (Capital)
- People and Capability
- Safety
- Other business groups as required

### External

- Third party delivery partners, in particular the maintenance delivery partner and there planners / /schedulers / supervisor(s) / management team
- Third party contractors providing other maintenance services and products
- Maintenance, Minor Capital, MPD service providers
- Engineering design consultants and constructors
- Various external industry bodies and regulators as required (Worksafe, ESV, etc.)

### SALARY RANGE:

- Level EA7
- 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 trade or tertiary qualification with significant industry experience
- Criminal Records Check
- Medical Assessment
- Victorian Driver's License
- Industrial experience within maintenance systems and processes

**Location:** Some degree of flexibility exists in terms of a base location. The role will regardless require some travel across the full geographic spread of Melbourne Water's operational asset base.

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