

# MELBOURNE WATER POSITION DESCRIPTION

## SENIOR ASSET PRACTITIONER, FLOOD RISK REDUCTION

| REPORTS TO:   | DIRECT REPORTS AND TEAM SIZE: |
|---|-------------------------------|
| Area Lead Flood Risk Reduction  | None                          |
| THIS ROLE EXISTS TO: (PURPOSE)  |                               |
| Provide advanced technical advice and support the Area Lead in applying best practice asset management in the development of integrated 3-5 year rolling investment programs that deliver the required flood risk reduction services in line with the Port Philip and Westernport Flood Strategy.   |                               |
| KEY ACCOUNTABILITIES:   |                               |
| <ul style="list-style-type: none"> <li>• Provide expert advice on flood risks communities face using flood mapping outputs and anecdotal information;</li> <li>• Provide technical direction in developing and applying infrastructure interventions that will reduce the community's flood risks;</li> <li>• Work constructively and collaboratively with project partners (internal and external) to develop integrated 3-5 year rolling programs to reduce flood risks to agreed levels;</li> <li>• Develop, maintain and communicate relevant approaches for prioritizing flood risk reduction works and interventions;</li> <li>• Project Manage consultants undertaking flood mitigation modelling studies ensuring quality deliverables are received in a timely manner;</li> <li>• Scrutinize results from these flood mitigation modelling studies from a quality perspective and determine whether viable opportunities exist to mitigate flooding and deliver the required flood risk reduction benefits;</li> <li>• Collaborate with stakeholders (internal and external) to identify and manage project opportunities and risks;</li> <li>• Develop high quality, accurate and concise business cases and functional requirements for proposed works in a timely manner;</li> <li>• Establish and maintain the requisite flood risk reduction asset management policies, plans and procedures / standards.</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                          |

Job level: EA7

Assessed by: P&C

Date: August 2019

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|   |  |
|---|--|
| <p><b>Contribute to the development of the 3-5 year program to deliver the agreed flood risk reduction services</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and guidance on flood risk reduction activities and interventions.</li> <li>• Develop effective flood risk reduction interventions and options.</li> <li>• Works constructively with internal and external partners to develop a prioritised and coordinated program</li> <li>• Work with the Area Lead Drainage to ensure the program is realistic and effective.</li> </ul>   | <ul style="list-style-type: none"> <li>• An agreed 3-5 year investment program</li> <li>• Provide, within the agreed timeframes, effective and appropriately scoped flood risk reduction management 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 and Melbourne Water's flood risks.</li> <li>• Contribute to assessing asset performance, service capability and risk around flood risk reduction infrastructure and interventions.</li> <li>• Document and provide specialist technical advice and guidance on best flood management practice, standards and maintenance regimes</li> <li>• Assess asset performance, service capability and risk around flood risk reduction infrastructure and interventions</li> </ul>  | <ul style="list-style-type: none"> <li>• Our people are seen as world leaders in flood and drainage management through industry benchmarking</li> <li>• Up to date understanding of the flood risk.</li> <li>• Agreed flood risk management standards, management regimes and guidelines are up to date and contemporary.</li> <li>• Deliver agreed projects/activities in line with the timelines, budget and quality.</li> </ul> |
| <p><b>Customer Service and relationship management</b></p> <ul style="list-style-type: none"> <li>• Understands customer needs and provides progressive and timely solutions</li> <li>• Builds strong and productive relationships</li> <li>• Influences 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> <li>• Act in accordance with the Melbourne Water and any agreed team behaviours</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>• Active contribution to the team and group's Safety Management Plan and Safety Improvement Plan.</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>  |
| <p><b>SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:</b></p>  |  |
| <ul style="list-style-type: none"> <li>• Experience in working in senior roles in high performing teams.</li> <li>• Demonstrated experience in supporting a healthy, safe and supportive work environment</li> <li>• Demonstrated commitment to self-awareness, self-reflection and ongoing personal development.</li> <li>• Experience in developing effective networks and proven judgement in a diverse and complex multiagency delivery environment.</li> <li>• Demonstrated ability to effectively communicate verbally and in writing with all stakeholders and to prepare and deliver information to an audience in a professional manner.</li> <li>• Good problem solving and analytical skills which adds value to business and customers</li> <li>• Proven communication and negotiation skills.</li> </ul> |  |

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- Detailed understanding of flood mechanisms and how flood risk reduction interventions operate.
- Able to interrogate results from hydrologic and hydraulic modelling studies (reports and GIS)
- Able to manage consultants to deliver agreed projects
- Extensive coordination, prioritisation and time management skills to deliver on agreed, long-term objectives while managing day-to-day challenges and work unsupervised.

### 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 & Land – Catchment Strategies and Services
- Waterways & Land – Regional Services
- Flood Preparedness & Service Performance
- Integrated Planning
- Safety

#### EXTERNAL

- Local Government

### 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:

- Understands principles of Asset Management and flood management
- Experience with using and / or interrogating results from hydrology and hydraulic software
- Tertiary qualification in a related technical discipline.
- Victorian Driver's License

Location: 990 Latrobe St, Docklands