

Directed Services Planner

Directed Services

Position information

Group:	Operations
Reports to:	Lead Directed Services Planner
Classification:	A05

Your role

As the Directed Services Planner, you will develop business cases for the directed services program. The program includes management of change implementation projects, emergent minor capital works and major capitalisable maintenance projects and the delivery of efficiency initiatives as projects, including the evaluation and justification of potential options, financial analysis and project brief development. You will develop post project evaluations for Opex and Capex processes, as well as assisting with program tracking and reporting of project phases and approval gateways. You will provide technical support to the Directed Services Delivery team and ensure project conformance to the emergent works prioritisation project criteria.

Appointment to this role is subject to the provision of a national police check. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

Seqwater's vision, values and promise

Water is essential for life. At Seqwater, it is our job to provide water for more than three million people across South East Queensland. We live and work in the communities we serve, and we proudly work together to deliver on our vision of Water for Life. We do this by living our values and keeping to our promise - Safe for Life.

Integrity, respect, care and courage are at the heart of the way we work and interact with our colleagues, stakeholders, customers and the communities every day.

We commit to delivering a high standard of customer service aligned to our strategic vision. We value working collaboratively with our internal & external customers to improve service delivery.

About your group

The Operations Group is responsible for the ongoing asset management, operation and maintenance of Seqwater's water infrastructure assets and catchment areas, and the ongoing provision of bulk water supply services to meet customer service requirements and regulatory obligations.



Key relationships

Leads others:	Nil Contractors and consultants indirectly
Internal customers:	Regional Operational teams Process Engineering team Engineering Standards & Assurance Other Asset Management teams Product Quality
External customers:	Contractors

Key responsibilities

- Develop business cases for the directed services program, including the evaluation and justification of potential options, financial analysis and project brief development.
- Provide technical support to the Directed Services Delivery team with regards to project scope of works development.
- Develop and maintain risk and stakeholder registers.
- Assist with Seqwater's Management of Change category B simple changes process as required.
- Carry out duties as directed by the Lead – Directed Services Planner.
- Perform site inspections to assist with the business case project brief development.
- Support operational and project delivery activities as required.
- Complete all administrative tasks association with the role of the position.
- Advise the Lead – Directed Services Planner of any project scope issues that may require management intervention.
- Observe and comply with all Seqwater work health and safety, quality and environmental management systems and procedures.
- Undertake other duties, which are assigned from time to time by the Leader.
- In all duties, comply with the behavioural expectations set out in The Way We Work (Seqwater's Code of Conduct), and our policies and procedures.

Qualifications and experience

Essentials

- Trade qualifications in Electrical, Mechanical or Civil with substantial experience in a similar industry or tertiary qualifications in Electrical, Mechanical, Civil or Process with relevant experience.
- Possess a current "C" class Queensland Drivers Licence.
- Knowledge and understanding of the scope, function and nature of the Electrical/Mechanical/Civil assets used in water treatment and bulk water storage.
- Experience in business case and scope of works development.



Desirables

- Project cost estimating experience is desirable.
- A good understanding of cost benefit analysis with regards to capital expenditure projects.

Job capability requirements

- Demonstrate sound written, interpersonal and oral communication skills including the ability to consult with a range of Seqwater employees, contractors, customers and the public.
- Demonstrate a willingness to discuss and implement improvements in procedures and systems.
- Demonstrated attributes of drive, initiative and co-operation.
- Integrity and high ethical standards.
- Ability to perform effectively in a changing environment and maintain an up-to-date skills and knowledge base.
- Self-motivation and ability to work autonomously when required, as well as display a willingness to participate positively and constructively in the enhancement of the team environment.
- Proven ability to identify emergent risks and ensure timely and effective responses.