

Principal Capital Portfolio Planning

Portfolio Office

Position information

Group:	Customer, Strategy and Planning
Reports to:	Head of Portfolio Office
Classification:	Common Law Contract

Your role

You will manage and coordinate the preparation of the Seqwater's capital program, oversee the development and prioritisation of the annual Asset Portfolio Master Plan (APMP) and lead engagement with key internal and external stakeholders. You will provide expert advice about the priority of planning and investment for repairs and renewals, augmentations and improvements for all Seqwater's assets related to the provision of water supply and recreational services. You will assist with the development of the QCA audit documentation and lead the preparation of the asset management and project information.

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

Influencing the future sustainability of Seqwater, the Customer, Strategy & Planning Group is responsible for the delivery of the enterprise strategic direction, effective planning of investments, government and stakeholder relations, communications and water supply optimisation.



Key relationships

Leads others: Senior Planner – Capital Portfolio Planning
Senior Planner – Technical
Consultants as required

Internal customers: Infrastructure Planning and Capital Delivery
Operations
Digital, Technology and Information
Customer, Strategy and Planning Group
Finance team

External customers: Regulators
Local and State Government Departments and agencies
Services providers

Leadership attributes

Seqwater’s leadership model, *The Way We Lead*, identifies the attributes that leaders at all levels need to demonstrate to support our vision, promise and values.

The model is underpinned by the belief that for leaders to create stronger engagement with their teams, they must balance their attention and efforts between inspiring, motivating and energising others while supporting and driving them to deliver on actions, goals and outcomes.

Leaders at Seqwater:

- Build trust – are present, connected and authentic
- Collaborate – build purposeful relationships
- Demonstrate commitment – take ownership, embrace challenges and contribute expertise
- Make effective decisions – think and act on what is best for business
- Lead change – create a shared sense of purpose, make things happen
- Drive for results – focus effort on the things that take us towards excellence.

Key responsibilities

- Develop and optimise a portfolio of projects that align with business objectives, ensuring a robust five-year capital program (updated annually) that balances timing, expenditure and risk and includes benefits identification and realisation.
- Monitor the execution of the annual capital program by supporting forecasting, managing changes, analysing expenditure effectiveness, and providing expert advice on the priority of investments and improvements.



- Develop and manage a risk-based prioritisation model at both Group and portfolio level.
- Assist with the development of the overall QCA audit documentation and lead the preparation of the asset management and project information.
- Provide advice and prepare response to queries from external Government departments and external parties on Seqwater's capital investment plans.
- Develop policies and procedures to enhance the development, management and continuous improvement of Seqwater 20 year capital program.
- Manage the development and implementation of tools and processes to support prudent and efficient decision making through structured planning, assessment and prioritisation of asset portfolio investments.
- Compile and manage portfolio data.
- 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

- Tertiary qualifications and professional experience in planning, economics or a discipline related to management, project management or financial accounting or an equivalent combination of education and experience.
- Experience in complex and multi-disciplined environments with demonstrated knowledge of portfolio management practices, processes, and governance.
- Extensive experience in program budget development and management, including the development and application of investment prioritisation processes based on benefits and risks.
- Alignment with Seqwater values

Desirables

- Experience in financial investment modelling, reporting and analysis.
- Experience in regulation of utility businesses as they apply on South East Queensland.

Job capability requirements

- Ability to deliver services, and effectively manage planning, utilising external professionals, contractors, consultants and partnership arrangements.
- Ability to prepare high quality reports as well as policy advice and briefings.



- Excellent consultation, negotiation and co-ordination skills, and the ability to work with people at all levels internally and externally.
- High level interpersonal and communications skills, both written and verbal
- Function efficiently and effectively with minimal supervision.
- Strong analytical and problem-solving skills.
- Knowledge of water utility planning, including an applied understanding of risk quantification and management.