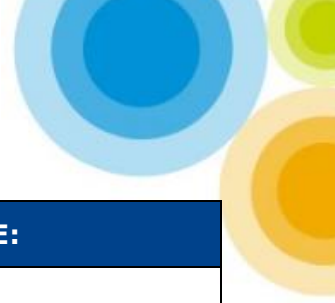


MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Maximo Data Analyst



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Manager Service Enablement WTP	This role has no direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
Ensure consistent, up to date asset data of required quality is stored in appropriate systems for the Service (water/Sewerage).	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. <p>Working independently to:</p> <ul style="list-style-type: none"> Consistently apply relevant Asset Management process and procedures, and improve processes and systems within existing policy guidelines. Seek efficiencies through implementation of new technologies or alternative approaches where direct benefits can be achieved. (innovation) Undertake decision-making to ensure Whole of Lifecycle cost of assets and services is minimised. Develop and maintain relationships with key customers and stakeholders. Report back to management on progress 	
KEY RESPONSIBILITIES	KPIs
<p>Timelines</p> <ul style="list-style-type: none"> Ensure data and information is uploaded into AMIS in accordance with expected timeframes at appropriate quality, including new asset data, Service Risk profiles, condition data etc. 	<ul style="list-style-type: none"> Backlog of asset registration activities
<p>Quality</p> <ul style="list-style-type: none"> Ensure data quality is consistent and at the required level of detail, aligned with asset management systems and processes. 	<ul style="list-style-type: none"> Number of non conformances or quality issues raised
<p>Process and collaboration</p> <ul style="list-style-type: none"> Collaborate with Strategic Asset Management Team on data improvement and compliance projects to ensure implementable improvement programs. Implement business changes to data management, including ensuring clear instructions for Asset Managers and training programs. 	<ul style="list-style-type: none"> Progress against specific initiatives listed in the Total Asset Management Improvement Plan

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Maximo Data Analyst



Continuous Improvement <ul style="list-style-type: none">• Develop and manage staged program of data improvement and review, prioritised in alignment with prioritised asset class reviews.• Lead and coordinate activities in Asset Data improvement projects.• Develop, maintain and implement a data audit program to ensure regular audit of data to identify gaps and drive improvement.	<ul style="list-style-type: none">• Audit non conformances• Feedback from end users on training materials
Reporting <ul style="list-style-type: none">• Work with AK&S Team to develop and produce Data Quality reports and drive improvements.	<ul style="list-style-type: none">• Timeliness and quality of reporting

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED: <ul style="list-style-type: none">• Extensive experience with the use of asset management information systems (Maximo desirable) and spatial information (ESRI desirable) and ability to extract, analyse and present data.• Demonstrated ability to develop effective guidelines, procedures and instructions.• Well-developed ability to find and implement practical solutions to complex problems associated with data and information management• Strong stakeholder/customer engagement, facilitation and relationship skills.• Strong verbal and written communication skills.• Highly developed attention to detail.• Commitment to seeing tasks through to completion despite diverse challenges• Able to exercise a high level of initiative, including independence and discretion in determining priorities.• Demonstrated ability to deliver outcomes given broadly stated objectives in a dynamic environment.• Strong interpersonal skills with ability to lead and effectively influence others.• An orientation towards performance, innovation and business transformation• Demonstrated and proactive Health and Safety leadership and a personal commitment to Health and Safety procedures, policies and plans.• Extensive knowledge of general asset management processes and information management.• Proven history of working as a collaborative team member and working in a constructive culture to achieve customer centric outcomes.• Ability to influence decision making and provide guidance.• Demonstrated and proactive Health and Safety leadership and a personal commitment to Health and Safety procedures, policies and plans.
--

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Maximo Data Analyst



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

- Asset Managers and data analysts within Melbourne Water's Service Delivery Group
- Data Providers and users.
- IT system managers
- Asset Knowledge and Technology team

External

- Melbourne Water's key Service Providers

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:

- Tertiary degree in one of the following subject areas: Data Analytics, Engineering
- Criminal Records Check
- Medical Assessment
- AusCheck required

Location: 990 Docklands