

MELBOURNE WATER POSITION DESCRIPTION

AREA LEAD, PROJECT DEVELOPMENT, WATER & SEWERAGE



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader, Asset Management, Water and Sewerage	Co-ordination of 4-6 EA level staff.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>To provide daily technical and people leadership, co-ordination, oversight and guidance to a team of asset managers to deliver and drive effective and efficient Asset Management outcomes for the applicable portfolio.</p> <p>The role includes management of workload, day-to-day completion of tasks against work plans, and supporting development of team members as well as ensuring alignment of activities and approach across disciplines through co-ordination with other Area Leads. The Area Lead will also be expected to manage their own portfolio of asset management functions.</p>	
KEY ACCOUNTABILITIES & RESPONSIBILITIES	
<p>People Leadership Functions</p> <ul style="list-style-type: none">• Taking responsibility for own and colleagues' Health and Safety through identification and reporting of hazards and active involvement in safety improvement initiatives.• Management of workload, day-to-day completion of tasks against work plans, and supporting development of team members, to deliver work program on time, within budget and at an appropriate level of quality. <p>Provide supervision of team members within the team for which the Area Lead is responsible, to:</p> <ul style="list-style-type: none">• Ensure consistent application of Asset Management process and procedures, and drive and support improvement of improved systems and processes.• 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 is minimised.• Foster the development and maintenance of relationships with key customers and stakeholders. <p>Undertake effective and efficient annual work planning of the team with reasonable level of detail to assist Team Leader with resource planning.</p> <ul style="list-style-type: none">• Development of Work Plan for the asset management portfolio to ensure Business Plan delivery.• Effective performance planning, tracking and review of team members in conjunction with Team Leader and other Area Leaders.• Implementation of Asset Management Policy and Strategy for the portfolio <p>Asset Management Functions</p> <p>In line with capital plan timelines, develop asset renewal and optimisation business cases for Capital Projects to meet business requirements and budgets, including:</p> <ul style="list-style-type: none">• Development of BNIs and PBCs, including understanding of strategic intent, development of budgets and schedules (working with delivery groups), options analysis.	

Job level: Hay 16

Assessed by: P&C

Date: May 2019

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- Development of functional requirements
- Consultation and collaboration with Operations and Planning
- Understanding of relevant standards, specifications and guidelines

Compliance with capital management systems and process, including management of project forecasting and other reporting requirements until projects are handed over to delivery.

Support project delivery with asset management technical knowledge and oversight of project intent.

Acceptance of new assets through Handover processes, including acceptance of meeting of functional requirements and acceptable quality.

Ongoing communication between the Area Lead and Team Leader is required to balance the workload between the Area Lead functions and Asset Management functions to meet the business priorities.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Thorough knowledge and experience within or closely aligned to the work for which the Area Lead is responsible.
- Knowledge and proven application of general asset management processes and risk assessment techniques related to large scale infrastructure management.
- Ability to critically explore and analyse solution options and associated financials.
- Experience with corporate IT systems (e.g., MS Office, Maximo, MapInfo etc)
- Highly developed interpersonal skills together with excellent verbal and written skills.
- Provide technical and people leadership, guidance and oversight in relation to complex works, projects and programs
- Demonstrate initiative and ability to self-prioritise and perform complex professional/technical work with limited supervision.
- Demonstrated and proactive Health and Safety leadership and a personal commitment to Health and Safety procedures, policies and plans.
- Demonstrated leadership, co-ordination and guidance abilities in order to achieve outcomes
- Developed and demonstrated knowledge of asset portfolio.

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

- Consult and constructively work with Operations, Maintenance, Capital, Planning and Business Services teams.
- Ability to work across teams and develop strong working relationships broadly across Melbourne Water

EXTERNAL

- Manage specialist consultants and specialist service providers.
- Liaise with Melbourne Water partners in delivery of maintenance services and capital projects, including managing corrosion services contract works.
- Consult with regulatory authorities and stakeholders outside Melbourne Water where required.
- Liaise and consult with other interested agencies (eg Local government, SES, VicPol etc)

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SALARY RANGE:

Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualification, skills and experience.

OTHER COMMENTS:

This role requires the following:

- Tertiary degree in relevant engineering field or extensive experience in related area
- Criminal Records Check
- Medical Assessment
- Current full Victorian Driver's License
- Travel to various Melbourne Water sites – e.g. treatment plant sites and transfer sites.

Location: 990 Latrobe Street, Docklands, Victoria. Work at other metropolitan sites can be requested, to carry out the duties and function of the position – subject to consultation and agreement with Manager.