

MELBOURNE WATER POSITION DESCRIPTION

Major Hazard Facility Engineer Silvan

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader, Southern Water Supply Operations	Nil
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Silvan MHF engineer supports the delivery of the Silvan Major Hazard Facility (MHF) Safety Case.</p> <p>Ongoing compliance with the safety case is essential for maintaining regulatory compliance for Water Supply, and impacts across the broader Water Supply team as well as interfacing with other parts of Melbourne Water. Maintaining effective relationships with regulators and other key stakeholders is a critical part of the role.</p>	
KEY ACCOUNTABILITIES:	
<p>Silvan Major Hazard Facility</p> <ul style="list-style-type: none">Ensuring ongoing compliance with Worksafe Major Hazard Facility legislation.Supporting the delivery of Major Hazard Facility (MHF) Safety Case obligations at Silvan Treatment Plant, including control performance monitoring and review, reporting and liaison with WorkSafe.Coordination and participation in WorkSafe Oversight and Annual Inspections.Supporting Emergency Planning activities, including Contingency Plan and Emergency Response Plan review and testing.Work collaboratively with key stakeholders to complete actions arising out of performance reviews, WorkSafe Audits and other internal Audits.Proactively identify opportunities to improve existing MHF Controls or implement new controls with reference to the hierarchy of controls.Where operational changes, capital works, maintenance, incidents etc impact existing safety controls, be a key stakeholder in the MoC process to ensure the integrity of safety control measures are maintained.Contribute to safety improvements at MHF & non-MHF chlorine gas sites, including leading and participating in incident investigations as required.Participate in WorkSafe Dangerous Goods inspections at non-MHF sites as required.Provide support and training for staff in the area of MHF to improve knowledge, understanding and ownership.Setting priorities and taking responsibility for projects and budgets as required.	
KEY RESPONSIBILITIES	KPIs
<p>MHF</p> <ul style="list-style-type: none">Manage MHF action register and control review program.Ensure regular performance reporting is prepared and distributed as per required timelines.Ensure all Safety Case documentation (Safety Case, Control Register, Cause Register, Bow Ties) are updated as required.Co-ordination of WorkSafe visits and inspections.	<p>100% critical MHF controls rated 4 and above</p> <p>Year on year reduction in no. of overdue control reviews and MHF actions</p> <p>Regular performance reporting as agreed</p>

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Stakeholder focus <ul style="list-style-type: none">• Pro-actively develop and maintain constructive internal and external stakeholder relationships.	Positive feedback from key stakeholders as agreed in Performance Plan
Continuous improvement <ul style="list-style-type: none">• Pro-actively identify opportunities to improve DWQ and MHF systems across Water Supply• Prioritise and implement DWQ and MHF improvement opportunities as agreed with Team Leader.	Improvements implemented as agreed in Performance Plan
SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:	
<ul style="list-style-type: none">• Extensive experience and expertise in Project Management, Process Engineering and Process Safety.• Outstanding analytical skills and an ability to pursue agreed objectives and use sound problem solving skills to overcome obstacles.• Proven ability to influence stakeholders.• Sound understanding of drinking water treatment processes.• Demonstrated ability to manage a range of tasks concurrently, and to produce high quality work to meet tight deadlines.• Demonstrated high level report writing experience.• Proven ability to work at both a strategic and detailed level.• Excellent customer service skills.• Pro-active engagement of others to deliver on commitments.• Strong organisational skills with a systematic and ordered approach.• Proven expertise in data management including trend analysis and presentation of information.• Demonstrated experience in working with Safety and Quality Management Systems.	
KEY RELATIONSHIPS:	
<p>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.</p> <p>INTERNAL</p> <ul style="list-style-type: none">• Water Supply Operations• Works Delivery• HSRs• Safety Team• Water Asset Management• Major and Minor Capital Delivery teams• ETP MHF and Management Systems team <p>EXTERNAL</p> <ul style="list-style-type: none">• WorkSafe Victoria• Contract maintenance providers• Contracted service providers and specialist consultants	

Job level: EA6

Assessed by: P&C

Date: August 2021

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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 qualifications, skills and experience.

OTHER COMMENTS:

This role requires the following:

- A Degree in engineering or science or relevant equivalent
- Technical and systems experience and expertise gained in previous positions
- Experience in providing leadership
- Victorian Driver's License

Location: Stonyford Rd Silvan, with occasional work at other locations within Melbourne Water.

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