

# MELBOURNE WATER POSITION DESCRIPTION

## Graduate

REPORTS TO:		DIRECT REPORTS AND TEAM SIZE:	
Manager of current rotation.		This role does not have direct reports.	
THIS ROLE EXISTS TO: (PURPOSE)			
Melbourne Water graduates will gain experience and skills in a variety of disciplines through working with a number of business units, teams, managers and mentors through a number of rotations over 24 months.			
KEY ACCOUNTABILITIES:			
<ul style="list-style-type: none"><li>• Take on work responsibilities in present rotation commensurate with abilities and experiences.</li><li>• Actively develop skills through completion of assigned tasks and on-going professional development.</li><li>• Apply developing workplace skills to ensure effective partnerships and project outcomes.</li><li>• Ensure continued formal and informal discussions with managers in relation to developing and improving performance.</li><li>• Apply learnings acquired at Melbourne Water to a broader water industry context.</li><li>• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li><li>• Assist in maintaining and managing all finance systems and processes.</li><li>• Identify opportunities to improve financial systems and processes and work with the Finance Team and wider business to implement them.</li><li>• Support the Finance team with data driven insight by translating business questions into analytical requirements and using data science techniques and approaches to deliver business insights and solutions that drive business efficiencies and enhance organisational performance.</li><li>• Assist the Finance team to understand, and improve the quality and efficiency of data, allowing for better scale, speed, and accuracy of producing analyses, metrics and insights.</li></ul>			
KEY RESPONSIBILITIES		KPIs	
Actively engage in continued learning in team and rotation contexts.		<ul style="list-style-type: none"><li>• Participation in a variety of projects which reflect depth and breadth of skills particular to the employee’s discipline.</li><li>• Interaction and collaboration with professionals and teams outside of the employee’s professional or technical sphere.</li><li>• On-going participation in professional development opportunities.</li></ul>	
Effectively apply skills and experiences acquired in Melbourne Water rotations.		<ul style="list-style-type: none"><li>• Shares and / or contributes knowledge with peers in project and professional development contexts.</li><li>• Seeks opportunities to acquire skills and experiences which can be transferred to a variety of Melbourne Water contexts.</li></ul>	

Job level: EA 3

Assessed by: P&C

Last reviewed date: September 2021

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Complete an action learning project.	<ul style="list-style-type: none"> <li>• Works with other graduates and relevant water industry staff to               <ul style="list-style-type: none"> <li>◦ Identify</li> <li>◦ Analyse and</li> <li>◦ Make recommendations in relation to a current or imminent issue facing Melbourne Water and / or the water industry.</li> </ul> </li> <li>• Reflects and acts on insights gained through the experience.</li> </ul>
Understand and apply Melbourne Water's corporate values of care, integrity and courage.	<ul style="list-style-type: none"> <li>• Identifies and acts on issues which present risks (safety, co-workers, and stakeholders).</li> <li>• Acts ethically and professionally in their Melbourne Water roles.</li> <li>• Questions and challenges situations and processes which are contrary to the interests of Melbourne Water, its staff and stakeholders.</li> </ul>
Assist in maintaining Melbourne Water's core financial systems and processes	<ul style="list-style-type: none"> <li>• All financial systems related functions are performed in a timely and accurate manner.</li> <li>• Customers satisfied with quality of financial systems services and outputs provided</li> <li>• Management and stakeholders are provided with useful, accurate, timely and informative reports and data.</li> </ul>
Work with the Financial Systems Manager to critically evaluate current Finance systems technology and processes alignment with business requirements, with a view to use automation to gain both process and efficiencies.	<ul style="list-style-type: none"> <li>• Continuous improvements are being delivered as evident in monthly reviews.</li> <li>• Improvements implemented have provided realised financial savings and/or operational efficiencies.</li> </ul>
Support the data analytics program through: <ul style="list-style-type: none"> <li>• Determining and applying appropriate data science methods to solving business challenges and build data visualisations to present outcomes focused insights e.g. classification, clustering and regression.</li> <li>• Improve Finance team data management processes to gain efficiencies and improve quality of internal and external data.</li> </ul>	<ul style="list-style-type: none"> <li>• Production and presentation of identifiable and actionable business efficiency opportunities using data.</li> <li>• Clear and actionable recommendations with regard to improvements in data quality and processes and for internal data and development of external data sources.</li> </ul>

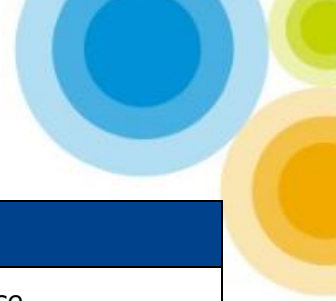
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## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Minimum undergraduate degree qualification in related field e.g. Data Science, Mathematics, Technology or Statistics acquired no earlier than two years before commencing the graduate program.
- Good interpersonal skills including the ability to work with diverse groups and communicate with stakeholders.
- Experience in problem-solving and dealing with ambiguous challenges.
- Excellent organisational skills with the ability to deliver outcomes within agreed timeframes under general supervision.
- Understanding of reporting & data visualisation tools such as Business Objects, PowerBi and Tableau.
- Understanding of ETL or SQL framework and tools
- Strong understanding of data science tools, languages, and packages
- Demonstrated ability to effectively report and present written and oral responses to teams.

## 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

- Dependent on placement at the time, but will include current supervisor and team.
- Graduate and Scholarships Lead in People and Capability.

### EXTERNAL

- Water industry stakeholders (e.g. managers, experts and graduates in programs based at retailers and industry associations).
- University students and staff as required at events such as presentations and recruitment fairs.

## 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:

- Recent tertiary degree in relevant discipline.
- Australian or New Zealand citizenship, or you have Australian Permanent Resident (PR) status at the time of application.
- Criminal Records Check
- Current, full Victorian driver's license
- Subject to specific rotation requirements, your role *may* require:
  - Medical Assessment
  - Working with Children Check
  - Ability to swim at a competent level due to any work near, on or in water.

Location: Multiple Melbourne Water sites. We are based in Docklands and have sites in several locations in and outside of Melbourne. Your assigned rotation will determine your main location.

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