

MELBOURNE WATER POSITION DESCRIPTION

Design & Estimation Program Lead

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader – Program Planning and Scheduling	None
THIS ROLE EXISTS TO: (PURPOSE)	
Ensure the effective Scoping/Estimation, design management, commercial strategy and risk management of the Delivery Program Development capital program. This role also provides technical mentoring to Project Managers and has a strong focus internal customer relationship management and business/process development.	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• Single point of accountability for Scoping/Estimation, design management, commercial strategy and risk management of capital program during the estimation phase of the project life cycle.• Support and mentor project managers to ensure works are packaged (design, estimation, methodology, risk management) for delivery and the optimal commercial outcomes are met when engaging service providers• Effective review, challenge and clarification of project functional requirements entering the team for delivery• Development & maintenance of internal relationships with program initiators in order to ensure continuity of work• Program monitoring and reporting in relation to the initiation, scoping and estimation process	
KEY RESPONSIBILITIES	KPIs
Scoping/Estimation <ul style="list-style-type: none">• Determine appropriate construction/delivery methodology for all projects ensuring a keen focus on safety, quality, environment and efficiency• Deliver comprehensive cost estimates for capital projects• Ensure all project requirements & specifications are included and addressed in project proposal documentation• Development and maintenance of cost estimation framework, system and tools	Met Expectations: <ul style="list-style-type: none">• High quality scoping & estimation documentation is provide on time• Project estimates are accurate (+/- 15%)• Delivery methodology is safe and efficient
Design Management <ul style="list-style-type: none">• Develop design briefs and review design proposal received• Provide strategic oversight of the design process to ensure the outcome if fit for purpose• Ensure design work complies with Melbourne Water specifications and standards• Conduct value engineering and safety in design workshops as required	Met Expectations: <ul style="list-style-type: none">• Designs are managed to a high standard and yield a quality product• Design process includes value engineering and safety in design• Design addresses all applicable specification and regulations.

Job level: Hay 17

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Date Assessed: July 2021

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Commercial Strategy <ul style="list-style-type: none"> Determine the appropriate commercial strategies/arrangements to be employed across the capital program (lump sum, SOR etc.) Develop commercial tender documentation and review completed tender submissions Provide strategic oversight of the tender and tender review process to ensure optimal commercial outcomes for Melbourne Water 	Met Expectations: <ul style="list-style-type: none"> Commercial strategies ensure optimal safety, efficiency and quality of the project Tender processes are efficient and transparent
Risk Management <ul style="list-style-type: none"> Identify key safety, quality, environmental or commercial risks on projects Assess and develop risk mitigation management strategies ensure residual risk reduced to acceptable levels As required, oversee the implementation of these strategies to ensure effective control is achieved 	Met Expectations: <ul style="list-style-type: none"> All project risks are identified and mitigated to align with business risk appetite (construction & commercial)
Technical Mentoring <ul style="list-style-type: none"> Provide technical and professional mentoring to Project Managers, Program Planners and WCO internal customers through the design, estimation and construction phases of projects 	Met Expectations: <ul style="list-style-type: none"> Spend approximately 15% of your time actively developing Project Managers & Planners
Relationship/Customer Management <ul style="list-style-type: none"> Maintain effective working relationships with internal customer groups and service providers Provide high quality customer service to internal customers. 	Met Expectations: <ul style="list-style-type: none"> Positive customer service reviews via internal surveys Relationships support effective project scoping, estimation and delivery
Program Monitoring & Reporting <ul style="list-style-type: none"> Provide transparent reporting on scoping/program progress to customers and management Identify strategic risks to program continuity or delivery and assist with the development solutions 	Met Expectations: <ul style="list-style-type: none"> Reporting on program initiation & scoping progress is provide monthly
Continuous Improvement <ul style="list-style-type: none"> Develop the capability of the WCO Delivery Program Development team by expanding capabilities and experience of its members. Investigate and integrate emergent technology within the business to drive efficiency and improved safety 	Met Expectations: <ul style="list-style-type: none"> A least 3 demonstrate improvement initiative are identified and actioned each year.

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SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated expertise in the cost estimation of large multidiscipline programs of works and individual projects.
- Extensive Project Management/Delivery experience
- Experience in the development of complex construction/delivery methodology
- Extensive experience in the identification and management of project and commercial risks
- Experience in the management of designs
- Highly developed commercial acumen in relation to commercial strategy, tender development & review
- Proven communication and consultation skills – proven ability to build relationships, influence and communicate effectively about complex subjects at all levels.
- A strong customer focus
- Ability manage workload and conflicting priorities

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

- Waterways Delivery Team Leaders, Schedulers, Project Managers and teams
- Delivery Supervisors
- Customers from various business units across the broader Melbourne Water business.

External

- Melbourne Water Service Providers
- Design providers and construction service providers
- External suppliers, contractors, designers and industry groups

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:

- Relevant tertiary qualification in the civil or environmental disciplines.
- Victorian Driver's License
- This position is eligible for an operational vehicle in line with MW Motor Vehicle policy and procedures

Location: One of South East Regional Office, North East Regional Office, Brooklyn.