

MELBOURNE WATER POSITION DESCRIPTION

Area Lead, Infrastructure Asset Planning



REPORTS TO:		DIRECT REPORTS AND TEAM SIZE:	
Team Leader, Asset Planning and Performance, Water & Sewerage		This role has 5 direct reports	
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. The portfolio of assets encompasses drinking water supply, sewerage and drainage assets.</p> <p>The role includes management of workload, day-to-day completion of team member tasks against work plans, and supporting development of team members. The role is also required to ensure alignment of asset management activities and approach across other Asset Management teams. The Area Lead will also be expected to manage their own portfolio of asset management functions.</p>			
KEY ACCOUNTABILITIES:			
<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 the 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			

Job level: Hay 16
Assessed by: P&C
Date Assessed: May 2019
Last reviewed date: May 2019

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Asset Management Functions

- Lead Asset Management input and support the development and maintenance of Service Plans by taking a service view across the asset base.
- Lead the development and maintenance of Asset Management Plans that articulate service objectives and performance criteria/metrics for a Location/Network.
- Lead the development and maintenance of management strategies/regimes for assets that articulate criticality, operating envelopes, management regimes and replacement approach.
- Lead the development of asset renewals modelling and strategies in order to have a clear plan for how to program capital projects.
- Lead the establishment and integration of an integrated water and enhancing liveability mindset.
- Lead the review of asset service risk profiles for water, sewerage and drainage assets
- Lead the development of Renewals Plans & Maintenance Forecasts for water, sewerage and drainage assets and the establishment of investment programs

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.
- Knowledge and proven experience in Whole of Life Asset Management and large scale infrastructure planning.
- Ability to critically explore and analyse solution options and associated financials.
- Experience with corporate IT systems (e.g., MS Office)
- 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.

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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 teams responsible for the following functions: 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.
- Consult with regulatory authorities and stakeholders outside Melbourne Water where required.
- Liaise and consult with other interested agencies (e.g. Local government, SES, VicPol etc.)

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 relevant engineering field or extensive experience in related area
- Criminal Records Check
- Medical Assessment

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

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