

MELBOURNE WATER POSITION DESCRIPTION

Delivery Administrator, Waterways & Land Delivery

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Procurement Administration Coordinator	Nil
THIS ROLE EXISTS TO: (PURPOSE)	
<p>As a Delivery Administrator, you will be an integral member of the Waterways and Land Delivery team and, as part of a team, will be responsible for day to day administrative functions, related to the procurement and purchasing lifecycle. You will be a positive contributor to the team who can demonstrate drive, determination and a level of self-management, believe your quality output is important and aligned to Melbourne Water values.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. Provide assistance to the broader team for the operation and management of contracts, purchase orders, invoices. Timely processing of requisitions, orders and payment of invoices. Reconciliation of invoices to ensure compliance with payment and other terms. Identification and escalation of exceptions and issues to procurement processes. Timely and accurate data entry and reconciliation in various Melbourne Water systems. Work as part of a team to enable and process ordering of consumables, tools, other items as required. Preparation of standard documents, reports, presentations, correspondence bulletins and other documentation, utilising advanced features of Microsoft Office software and other office systems, such as Finance One and Maximo. Provide Finance One and Maximo coaching and technical guidance to various WLD team members. Ordering of consumables and inventory as required. General office administration and other duties as required. Management of key relationships with internal stakeholders and external partners, customers and stakeholders, particularly relating to purchasing and procurement requests. 	
KEY RESPONSIBILITIES – HEALTH AND SAFETY	KPIs
<ul style="list-style-type: none"> Promote and support the generative safety culture of Melbourne Water. Assist with implementation and ongoing improvement of the Integrated Management System (IMS). 	<ul style="list-style-type: none"> Group safety KPI's. Successfully manages audit non-conformances and improvement opportunities.
KEY RESPONSIBILITIES – DATA MANAGEMENT	KPIs
<ul style="list-style-type: none"> Ensure data capture and management is of a high quality with a focus on minimal rework. Stores inventory and locations are managed efficiently, effectively and safely. 	<ul style="list-style-type: none"> Work is completed with minimal rework.

Job Level: EA 2

Assessed by: P&C

Date: June 2018

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KEY RESPONSIBILITIES – FINANCIAL MANAGEMENT	KPIs
<ul style="list-style-type: none">• All procurement is executed in line with Melbourne Water procurement policies and procedures.• Implementation and ongoing improvement of the group's cost control framework.• Implementation and reporting of the group's performance framework – focus on high quality data capture, validation, reconciliation and reporting.	<ul style="list-style-type: none">• Accurate and timely processing of POs and invoices.• Monthly reporting requirements met.
SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:	
<ul style="list-style-type: none">• High level of attention to detail and business acumen.• Exceptional data entry and reconciliation capabilities• Understanding of purchasing, procurement or contract administration• Strong communication and conflict management skills.• Strong interpersonal skills and the ability to work with customers and stakeholders to build, improve and maintain relationships.• Excellent presentation skills and high level of customer service when dealing with internal and external stakeholders.• Demonstrated ability to work in and contribute in a team environment to improve processes, respond to various demands and manage multiple activities simultaneously.• Ability to be proactive and work independently or in a team.• Microsoft Excel skills including v-lookups, pivot tables, graphs, tables, etc.• Exposure to asset management and finance software applications desirable.	
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">• Delivery Crews including supplementary field crew• WLD Team Leaders, Supervisors & Project Managers <p>EXTERNAL</p> <ul style="list-style-type: none">• Service Providers• Suppliers	
SALARY RANGE:	
EA Level 2	
OTHER COMMENTS:	
<p>This role requires the following:</p> <ul style="list-style-type: none">• Criminal Records Check• Medical Assessment• Victorian Driver's License• Periodic travel between Melbourne Water sites <p>Location: Regional location as agreed, with some travel to other MWC sites as required.</p>	

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