

World class water services for a better life

Position Title	Manager Work Planning & Scheduling		
Position Number(s)	TBA	Manager Title	Senior Manager Maintenance
Business Group	Asset, Operations & Delivery	MoR Title	General Manager Asset, Operations & Delivery
Business Unit	Maintenance	Direct Report's Title(s)	<ul style="list-style-type: none"> Work Planner & Scheduler Business Support Officer

What is the unique purpose of the role?

What is the reason for the role's existence and the key contribution to SA Water's success?

Lead planning and scheduling and business support teams to facilitate short and long terms planning for efficient delivery of maintenance and capital delivery programs for reliable supply of services to our customers.

What does the role do?

The key accountabilities unique to this role are (3-6 required):

Key Accountabilities	Accountability Details (2-8 per accountability)
Lead safety culture and leadership	<ul style="list-style-type: none"> Lead and promote changes through role modelling positive and constructive behaviours and implementing change strategies to promote and facilitate a high performing and strong safety leadership culture. Lead the development of the business plan to achieve strategic priorities and performance goals with a strong continuous improvement ensuring all accountabilities are met on time. Work collaboratively to leverage the collective capability, make better decisions and move forward with commitment. Drive budget responsibility and accountability through the relevant responsibility centre.
Lead work planning and scheduling function	<ul style="list-style-type: none"> Lead the planning and scheduling function for safely and cost-effective delivery of internal and external maintenance and capital delivery works. Develop the work planning and scheduling framework to outline the SA Water approach for effective planning and scheduling. Develop and maintain work planning, scheduling and dispatch systems, processes and tools to ensure utilisation and optimisation of resource profiles and capacity plans. Ensure adherence to the work management systems, work planning and scheduling framework.
Develop maintenance performance monitoring	<ul style="list-style-type: none"> Develop and maintain the performance monitoring framework including processes, systems and tools to measure compliance and drive continuous improvement. Ensure to be compliance with the relevant maintenance regulation, technical and Australian standards.

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Key Accountabilities	Accountability Details (2-8 per accountability)
Develop work management system	<ul style="list-style-type: none"> Initiate and lead change opportunities for continuous improvement in the work management system. Develop and maintain the technical data, bills of materials and inventory in the work management system for effective planning. Ensure relevant history data, reports and costs to be recorded within the work management system. Lead implementation and integration of new and smart technologies in work planning and scheduling.
Lead the business support services	<ul style="list-style-type: none"> Lead the efficient administrative service to the maintenance group including the on-site administrative support at regional workshops as required. Ensure that maintenance group's work requests are completed in accordance with processes, set timeframes and delivered in a highly professional manner. Ensure active involvement in all team initiatives that need to be driven from the business support team.
Ensure stakeholder management	<ul style="list-style-type: none"> Develop and maintain relationships with internal and external stakeholders to initiate and lead change to services and processes that contribute to improve work planning, scheduling and business support outcomes.

Knowledge, skills and experience the role requires

Criteria which will be used for recruitment and selection for this role (maximum of 8):

Foundation Knowledge, Skills, Experience and Qualifications	Essential or Desirable
Qualifications in engineering/trade/business management or equivalent experience	Essential
Highly developed people leadership capability to lead and manage a geographically diverse workforce effectively	Essential
Clear understanding of the work management system, work planning, scheduling framework and principles	Essential
Superior communication, presentation and writing skills including demonstrated experience in writing business cases, reports, briefing notes, Senior Leadership Team and Board Papers, business plans, etc	Essential
Demonstrated experience in leading and developing teams with focus on organisational constructive culture development	Essential
Demonstrated ability to lead and influence employees to deliver improved experiences for customers	Essential

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Who you work with

Key Stakeholder Relationships critical to the success of this role (maximum of 6):

- Internal stakeholders including: People & Safety, Workshops, Reliability & Condition Monitoring, Asset Management, Capital Delivery, Procurement, Customer Field Services, Outage Management, Production & Treatment
- Metro operation and maintenance
- Industry bodies such as AWA, WSAA
- Other water utilities

Special conditions

Does the role have any unique requirements?

- Flexible hours and some after hours as required, some intra and interstate travel (mandatory)
- You will be required to hold a current driver's licence at all times

Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.

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