

POSITION DESCRIPTION

Position title	Assets & Projects Officer
Section	Operations – Support and Projects
Employment type	Temporary
Classification	Band 6
Location	Warrnambool
Date Approved	February 2024
Approving Officer	Branch Manager – Operations

POSITION OBJECTIVES

The primary role of the position is to assist with delivering the minor capital works program assigned to Operations from Wannon Waters Water Pricing Submission plan at an estimated value of four million dollars per annum.

The role requires the incumbent to work across the Wannon Water region providing assistance, operational expertise, advice and guidance as sought from the Operations groups including provision of training on newly installed assets and sourcing current and new technologies.

Smaller operational service agreements with customer groups within the Wannon Water region will be managed and serviced by this position.

KEY RESPONSIBILITIES & DUTIES

As a member of the Operations Support and Projects group the principal accountabilities are:

Business Systems

- Assist with the delivery of the capital programs, delivered in an appropriate, timely and correct manner in accordance with Wannon Waters capital delivery procedures.
- Ensure capital programs are delivered adhering to the existing Wannon Water procurement procedures.
- Ensure adherence to management systems providing and implementing appropriate responses to operational issues.
- Assist in the training of staff to comply with all business systems.
- Be available to respond to enquiries raised by team members.

POSITION DESCRIPTION

Assets & Projects Officer



Water and Water Reclamation Systems

- Provide technical advice on improvement works at Wannon Water operational sites, to improve performance and reliability of plant.
- Facilitate works to maintain or enhance Water Treatment and Water Reclamation Plant performance in line with established capital programs and/or operational budgets.
- To liaise with all regional Operations / Maintenance staff when delivering new capital works within the specific region.

Safety & Emergency Response

- Ensure adherence to OH&S systems, regulations and requirements.
- Be accountable for timely and appropriate response to treatment failure incidents, water quality and environmental incidents and the reporting of to the Branch Manager Operations or other appropriate officers.

Leadership

- Assist with the timely delivery of Operations small capital program, providing cost effective and robust solutions to treatment process issues.
- Provide input into the larger Pricing Submission Plan on a five yearly rotation schedule.
- Take part in training/development programs for field personnel in current and new treatment technologies.
- Undertake workplace assessment of employees and contractors in operation and maintenance related procedures and tasks to comply with the Integrated Management System.

Teamwork

- Be an effective contributing member of the Operations branch.
- Be committed to the implementation of agreed capital or treatment projects within set timeframes.

Finance and Budgeting

- Assist to prepare annual recurrent and capital budgets in the areas of capital delivery and service agreements.
- Deliver responsibilities in accordance within the nominated budget and contribute to the financial accountability and growth of Wannon Water.
- Provide assessment and cost analysis outcomes for capital program delivery.

POSITION DESCRIPTION

Assets & Projects Officer



ORGANISATIONAL RELATIONSHIPS

Responsible to Manager Operations Support and Projects.

Responsible for

External Liaison Public Authorities, Regulators, Consultants, Contractors, Customers and Public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Assist in the management of resources, provide advice to customers and clients and participate in the development of policy and procedures.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.

This position is expected to be self-sufficient in the delivery of projects and project outcomes.

This position is responsible for ensuring that all employees and contractors work in a safe environment and use sound and safe work practices which results in maximising health and safety in accordance with the relevant safety legislation and Wannon Water's Zero Harm culture.

JUDGEMENT AND DECISION MAKING

- Appropriate expenditure of capital around operational decisions including review of site performance and changes to operational activities to improve performance or reliability.
- This position is strongly focused on problem solving through the implementation of the assigned capital programs. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation and must be sought externally.
- Implementation of investigations / studies to improve understanding of complex operational issues.
- Advice and direction is available from the Manager Operations Support and Projects.

SPECIALIST SKILLS & KNOWLEDGE

- Sound skills and knowledge in project delivery processes / project management.
- Working knowledge of water industry operations.
- Demonstrated ability to participate as part of a team to assist achieve its goals, including the ability to manage relationships with other team members that supports a high level of motivation and team morale.
- Demonstrated experience in the implementation of new technology into existing operational activities to improve/optimize performance and/or reliability of treatment processes.
- Good problem solving skills and ability to show initiative in the workplace.
- Broad skills and experience in the effective use of electronic business tools
- Good oral and written communication skills.
- Demonstrated skills in managing time, managing budgets, setting priorities and planning works.

POSITION DESCRIPTION

Assets & Projects Officer



MANAGEMENT SKILLS

The incumbent is expected to be able to self-motivate, set priorities, plan and organise ones own work, to achieve specific objectives with the resources available particularly within capital program delivery.

The position may at times require that the person work on their own, relying on their own resources and at other times to work in teams. Guidance and advice is available for this position.

INTERPERSONAL SKILLS

The Assets and Project Officer must have excellent communication skills to communicate with all work groups involved in the capital delivery process.

QUALIFICATIONS & EXPERIENCE

This position requires;

- Appropriate qualifications in a Project Management, Scientific or Engineering discipline
- Sound water industry operations skills and knowledge gained through a number of years' experience particularly related to water treatment, project management or processes and management systems
- Current motor vehicles driver's licence.

A copy of current driver's licence is required for inclusion on personnel record.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality Management Systems - Requirements
- ISO 14001: Environmental Management Systems
- ISO 45001: Occupational Health and Safety Management
- HACCP-based Drinking Water Quality Management System.

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

POSITION DESCRIPTION

Assets & Projects Officer



OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:

- Think It!
- Work It!
- Own It!

We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

Probationary Period

All successful applicants will be subject to probationary period in accordance with the Fair Work Act 2009.

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

POSITION DESCRIPTION

Assets & Projects Officer



Occupational Health & Safety

Wannon Water has developed OH&S Policies & Procedures that are designed to meet the requirements of the internationally recognised ISO45001. These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____