

## POSITION DESCRIPTION

<b>Position title</b>	Infrastructure Project Manager - Quality Water for Wannon
<b>Section</b>	Community and Corporate Services
<b>Employment type</b>	Fixed Term Contract – 5 years
<b>Classification</b>	Band 7
<b>Location</b>	Warrnambool
<b>Date Approved</b>	March 2024
<b>Approving Officer</b>	Program Manager Quality Water for Wannon

## POSITION OBJECTIVES

The Quality Water for Wannon program will support capital development and community projects to improve the taste of reticulated drinking water across Portland, Port Fairy and Heywood communities.

The objective of the Infrastructure Project Manager role is to support the Quality Water for Wannon program in the implementation of specific technical capital works projects.

## KEY RESPONSIBILITIES & DUTIES

Investigate, survey, coordinate design deliverables and oversee engineering works associated with the Quality Water for Wannon program.

As part of preparing and administering projects, arrange for the following steps to be carried out under direction of the Program Manager Quality Water for Wannon inclusive of:

- Preparation of a Brief
- Seeking and obtaining approvals
- Researching
- Estimating
- Specification writing
- Coordinating
- Collaborating with Stakeholders
- Tender/offer assessment
- Develop reports and recommendations
- Monitoring construction of works
- Maintaining project files
- Applying procedures in line with the Project Management Framework.

## ORGANISATIONAL RELATIONSHIPS

**Responsible to** Program Manager Quality Water for Wannon

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<b>External Liaison</b>	Approval Authorities, Consultants, Contractors, Government Agencies and customers
<b>Internal Liaison</b>	Assets and Service Delivery teams, Other internal relationships as required. Building relationships within the organisation will be required.

#### ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position takes projects from its inception to its conclusion or components thereof. This involves defining and coordinating the activities in line with best practice project delivery principles and standards.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken may have a significant effect on the projects being managed.

This position is required to use their own initiative to achieve the key responsibilities with the impact of decisions made or advice given may have a substantial impact on individual clients.

#### JUDGEMENT AND DECISION MAKING

This position may:

- Make judgements and decisions in accordance with Wannon Water policy and industry best practice procedures.
- Make decisions for priority of own works beyond any given priorities.
- Use own judgement in dealing with both internal and external contacts.
- Solve problems using established techniques but recognising when these techniques are not appropriate.

Guidance is not always available from within the organisation.

#### SPECIALIST SKILLS & KNOWLEDGE

This position requires skills and knowledge in determining the scope, systematically determining how to implement and supervise the creation of technical water and sewerage projects.

This position requires an understanding of the long term goals of Wannon Water. This position will have a high level of understanding of contract documentation and procedures.

This position requires the ability to research, estimate, specify, create, coordinate, report write, tender assess, innovate, engage, make assessments, contribute, monitor and work as part of a team.

Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation wide framework.

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General operating knowledge of MS Office, particularly Word and Excel, is considered essential. Knowledge of Microsoft Project is desirable.

#### MANAGEMENT SKILLS

This position is expected to be able to self-motivate, set priorities, plan and organise one's own work. This will need to be achieved within a set timetable despite conflicting pressures.

The position may at times require that the person work on their own, relying on their own resources and work in teams. Emphasis must be given to achieving the right result within an agreed timetable despite conflicting pressures.

#### INTERPERSONAL SKILLS

This position shall have the ability to:-

- Collaborate with internal and external stakeholders.
- Communicate both orally and in writing, including presentations to project governance committees.
- Discuss, innovate, negotiate and resolve problems.
- Gain cooperation and assistance from internal and external stakeholders to achieve successful project outcomes.
- Liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees within Wannon Water to resolve intra-organisational problems.

#### QUALIFICATIONS & EXPERIENCE

A tertiary qualification in Civil Engineering, Environmental Engineering, Electrical Engineering, Process Engineering, Project Management or Contract Management is desired but not essential, where significant experience in a related field can be demonstrated.

Experience in the water and sewerage industry or related fields, and delivery of complex projects would be highly regarded.

A current Victorian driver's licence is essential.

#### INTEGRATED MANAGEMENT SYSTEMS

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

- ISO 9001: Quality management systems - Requirements
- ISO 14001: Environmental management systems - Specification with guidance for use and ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- ISO 45001: Occupational health and safety management systems - Specification with guidance for use.

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

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

## 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:

Our slogan

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

Our Values

- People Focused
- Respect
- Collaboration
- Innovation
- Integrity

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.

### Minimum Employment Period

All successful applicants will be subject to six-month minimum employment period as per 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.

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### 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".

### Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of ISO 45001. 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	_____