

## POSITION DESCRIPTION

<b>Position title</b>	Asset Systems Improvement Coordinator
<b>Section</b>	Asset Systems
<b>Employment type</b>	Full Time 2 Year Contract Position
<b>Classification</b>	Band 7
<b>Location</b>	Warrnambool
<b>Date Approved</b>	May 2024
<b>Approving Officer</b>	Branch Manager Asset Systems

## POSITION OBJECTIVES

The primary function of this role is to lead and deliver projects that will result in the improvement of Wannon Water's Asset Management Systems.

The role will:

- Assist in the development of new processes, standards & procedures for elements of our asset management system and streamline and integrate existing processes.
- Lead working groups in the development of processes to ensure that we have an efficient and user-friendly asset management system.
- Develop business cases and option papers for review and approval by the Executive.
- Complete training and support the change management and behaviour changes required to support the system.

## KEY RESPONSIBILITIES & DUTIES

Development and implementation of key life cycle activities and strategies across selected asset classes within the organisation.

This may include leading improvements to the systems and processes that are in place and/or development and implementation of new systems and processes, that support the identified asset management outcomes. In developing the systems and processes the co-ordinator will be required to work across the organisation to ensure the relevant stakeholders are enrolled and engaged.

Undertake analysis of current business processes and workflows and re-engineer these to better align with achievement of the corporate objectives and obtain business efficiencies.

In developing systems and processes, consideration shall be given to:

- Organisation objectives and priorities
- Customer and People Experience
- Regulatory requirements
- Full asset lifecycle implications, Operate, Maintain and Dispose
- Risk Management
- Costs and benefits analysis

# POSITION DESCRIPTION



## Asset Systems Improvement Coordinator

The following processes will be the initial focus for the role:

- Meter Lifecycle Process - Improving the management and processes associated with flow meter asset data.
- Critical Spares management - Identify and develop strategies and systems for managing critical spares.

### ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Branch Manager Asset Systems
<b>Internal Liaison</b>	Chief Information Officer, Branch Manager Corporate Services, Digital Platform Manager – Assets, Digital Platform Manager – Operations, Manager Mechanical & Electrical
<b>External Liaison</b>	Consultants, Water Corporations

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The work will be of an investigative, analytical, or creative nature, with the freedom to act generally prescribed by the Branch Manager Asset Systems.
- The quality of the work of this position can have a significant effect on the policies and procedures which are developed.
- Develop policy options and recommendations in relation to the Asset Management system for review by Senior Management.
- The freedom to act is governed by policies, objectives, and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. The impact of decisions made, or advice given may have a substantial impact on individual clients.

### JUDGEMENT AND DECISION MAKING

- This position requires, problem solving, strategy development and implementation.
- Strong change management skills are required.
- The problem-solving process comes from the application of 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.
- The position is essentially problem solving and change management delivery in nature.
- The primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

### SPECIALIST SKILLS & KNOWLEDGE

- The position requires proficiency in the application of a theoretical discipline in the search for solutions to new problems and opportunities.
- The provision of technical, professional, specialist skills and/or strategic advice in the areas of:
  - Strategy, policy and procedure development and implementation.
  - Change management.
  - Project management.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

# POSITION DESCRIPTION

## Asset Systems Improvement Coordinator



- Other skills and experience:
  - Knowledge of ISO 55001.
  - Understanding of Enterprise Asset Management systems ideally Maximo.
  - Knowledge of Information Management.
  - An understanding of the long-term goals of the organisation and of its values and aspirations.
  - Integrated Management Systems.
  - Risk Management practices and frameworks.
  - Business processes and workflows.
  - Knowledge of IT software system improvements
  - Ability to interpret legislation and Australian Standards.
  - Development of Policies, Procedures and Reporting Systems.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

### MANAGEMENT SKILLS

- Strong project management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- The position requires skills in managing time, setting priorities, planning, and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- This position is required to influence behaviours and outcomes across multiple areas of the business not just the Branch or department of the position itself.

### INTERPERSONAL SKILLS

- Requires the ability to persuade and convince other employees in the pursuit of the project's objectives.
- Be able to motivate and develop other employees.
- This position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- This position requires highly developed written, oral and interpersonal communication skills.

### QUALIFICATIONS & EXPERIENCE

- Experience in change management practices and inventory systems is highly desirable/
- Working Knowledge of: Maximo EAMS would be desirable/
- Understanding of
  - Stock control, inventory and spares practices
  - Business processes and workflows
  - Knowledge of IT software system improvements
- Well-developed computer skills in a range of business applications
- A copy of current driver's licence is required for inclusion on personnel record.

# POSITION DESCRIPTION

## Asset Systems Improvement Coordinator



### INTEGRATED MANAGEMENT SYSTEMS

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

- ISO 55001: Asset management – Management systems – Requirements
- ISO 31000: Risk Management - Requirements
- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- 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.

### 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.

# POSITION DESCRIPTION

## Asset Systems Improvement Coordinator



### 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 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.

### 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:

*"The employee shall not use the position for their personal gain or advantage, nor disclose any confidential information which may be acquired as a result of their employment by the Corporation".*

### Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 45001 (AS/NZS 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 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	_____