

POSITION DESCRIPTION

Position title	Project Manager Asset Creation Engineer Asset Creation
Section	Asset Creation
Employment type	Ongoing
Classification	Band 6 or 7
Location	Warrnambool
Date Approved	May 2026
Approving Officer	Branch Manager Infrastructure Planning & Delivery

POSITION OBJECTIVES

To support the Asset Creation Team (or Infrastructure Delivery & Planning Branch) in the implementation of specific technical projects of Wannon Water in the general field of water supply and sewerage services.

KEY RESPONSIBILITIES & DUTIES

Investigate, survey, design and supervise engineering water and sewerage projects.

As part of preparing and administering projects, arrange for the following steps to be carried out under direction of the Manager Capital Projects inclusive of:

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

ORGANISATIONAL RELATIONSHIPS

Responsible to	Manager Capital Projects (Infrastructure Delivery & Planning)
Responsible for External Liaison	Approval Authorities, Consultants, Contractors, Government Agencies and customers.

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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 using best practice engineering principles and standards.

The limit of authority is governed by clear objectives and budgets with regular reporting to the Branch Manager Infrastructure Delivery & Planning and Manager Capital Projects. Generally major decisions/directions regarding each project will be discussed and agreed upon with the Branch Manager Infrastructure Delivery & Planning, Executive Infrastructure Development and other relevant Managers.

This position is to use their own initiative to achieve the key responsibilities.

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.
- Make decisions on design procedures limited to general practices, standards and guidelines.
- Use own judgement in dealing with both internal and external contacts.

Guidance is usually available from the Branch Manager Infrastructure Delivery & Planning, Manager Capital Projects, other Project Managers/Engineers, the team of managers, consultants, government departments and considerable technical data available to Wannon Water.

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 general 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.

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.

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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.

INTERPERSONAL SKILLS

This position shall have the ability to:-

- Collaborate with internal and external contacts.
- Communicate both orally and in writing.
- Discuss, innovate and resolve problems.
- Gain cooperation and assistance from external contacts to achieve objectives.

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, would be highly regarded.

A valid Australian drivers licence is required.

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:

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

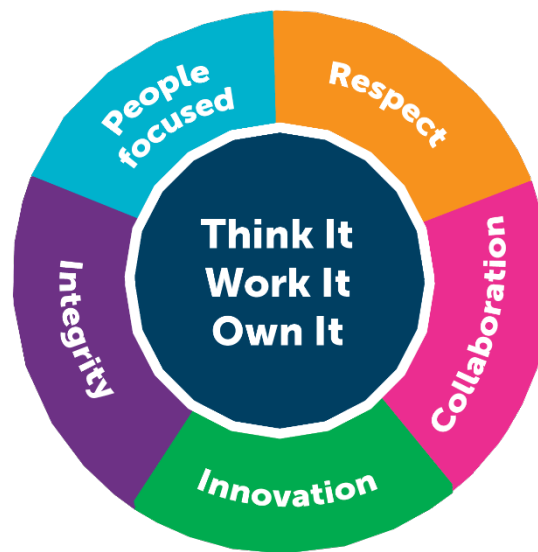
OTHER INFORMATION

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:

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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.

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:

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“The employee 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 the internationally recognised ISO 45001. Aligning to the standard assists with ensuring that all employees are provided with a safe and healthy working environment. 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	_____