
POSITION DESCRIPTION

Position Title:	Technical Specialist – Asset Strategy
Division:	Infrastructure Planning and Operations
EA Classification:	Band 5 (salary range \$97K to \$119K plus 9.5% super)
Line Manager:	Manager Strategic Asset Management and Planning
Date Last Updated:	September 2016

1. COMPANY OVERVIEW

Central Highlands Region Water Corporation (CHW) is a regional water corporation based in Ballarat and delivers essential and sustainable water and wastewater services for a regional population of approximately 140,000.

CHW provides fully integrated water services, in a true 'catchment-to-tap-to-catchment' approach. This involves the collection and storage of water, filtration and disinfection, delivery of water, and collection and treatment of wastewater including the beneficial use of recycled water.

Central Highlands Water is serious about their culture. We know that how someone does their work, what they say and do, what they think and how they come to work, influences culture. In addition to performing the key accountabilities of this position, another primary purpose of this position is to constructively contribute to creating and maintaining CHW's desired culture by demonstrating CHW's values and behaviours at work, being mindful and respectful of others and always striving to be the best you can be.

2. COMPANY VALUES

Integrity

Teamwork

Leadership

Care

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3. PRIMARY ROLE OF POSITION

To develop and implement key water and wastewater asset strategic documents including Asset Management Policy, Asset Management Strategy and Asset Management Plans.

This role will also deputise for the Manager – Strategic Asset Management and Planning as required.

4. ORGANISATIONAL RELATIONSHIPS

This position reports to – Manager - Strategic Asset Management and Planning

This position supervises - Nil direct reports unless otherwise directed by the Manager.
The position is required to utilise and mentor other staff within the team and across the business to support the delivery of the position, team and organisation objectives. Project/contract management of consultants will be required.

Internal liaisons –	CHW Executive Management Team Mid Managers Growth and Development Team Infrastructure Delivery Team Network Field Services Team Water Resources Team Treatment Team All relevant teams and staff CHW Board (if required)
External liaisons –	DELWP, EPA, DHHS, Customers, Consultants, PPP Project Partners, other Water Corporations, Local Government and Industry Special Interest Groups (AWA, WSAA, etc.)

5. KEY ACCOUNTABILITIES

- Lead the development, update and implementation of the Asset Management Policy, Asset Management Strategy, Asset Management Plans and other strategic water and wastewater asset management and planning documents;
- Lead and support staff in continuing the development and implementation of policies and strategies regarding CHW's water and wastewater assets to ensure it delivers upon business drivers and objectives, including determination of asset life cycle, levels of service and effective maintenance levels and definition of maintenance regimes for water and wastewater assets;
- Lead the development and implementation of strategies and programs for the renewal and upgrading of water and wastewater assets based on sound asset management principles, where projects are clearly identified, scoped and conceptually designed to deliver maximum customer value;
- Research and develop innovations in asset management activities to support CHW objectives including the representation of CHW in industry collaborative projects and/or initiatives;
- Lead the development of programs for asset condition/criticality assessment and other improved data capture initiatives to support the improved asset management journey; and
- Provide guidance and strategic asset management inputs into the development of the Water Plan and Corporate Plan.
- Support and mentor other members of the Strategic Asset Management and Planning team, including deputising for the Manager – Strategic Asset Management and Planning.

6. KEY SELECTION CRITERIA

6.1. Qualifications / Experience

Essential

- Tertiary qualifications in Engineering and significant experience in the utility industry particularly in relation to the asset management;
- Demonstrated experience in conducting technical investigations, research and analysis relating to strategic asset management to deliver improved customer/stakeholder value;
- Highly skilled technical and management report writing, needs assessment and option evaluation along with business case development;
- Knowledge of the legislative and policy frameworks relating to asset management and the water and or/wastewater industry;

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- Strong knowledge and demonstrated experience in the delivery of risk and economic analysis as it relates to asset management in supporting customer and stakeholder values;
 - Demonstrated experience in developing and implementing Asset Management Policy Strategy and plans; and
 - Proven experience in building cross-organisational and external relationships and networks together with the ability to effectively communicate with stakeholders and influence cultural change.

Preferred

- People management experience.
- Development and use of advanced asset management decision making models to support improved organisational outcomes.
- Experience in relation to the development and use of an enterprise asset management system.

6.2. Pre-Employment Checks

All candidates who have been short listed after interview are required to undertake the following checks and testing:

- Reference Checks
- National Police Check
- Qualifications Validation Check
- Identity Check

7. CRITICAL CAPABILITIES

7.1. Knowledge & Skills

1. Occupational Health & Safety – Competent

- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times and create, maintain and foster a safe work environment at all times
- Follow safe work practices, procedures, instructions and rules at all times
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety

2. Risk Management – Skilled

Ensure Central Highlands Water's Risk Management policy, programs and the application of sound risk management practices are observed and complied with at all times.

3. Service Excellence – Skilled

Seeks to provide continuous improvement and strives for performance.

4. Resource Management – Skilled

Ability to manage financial, physical and human resource requirements

5. Leadership – Skilled

Ability to influence and motivate others to accomplish an objective and direct them in a way that makes a team / organisation more cohesive and coherent

6. Organising and Planning – Skilled

Ability to effectively plan and organise workload to meet business requirements.

7. Problem Solving – Skilled

Ability to understand, interpret, develop, communicate and implement internal and external policies

8. Communication – Skilled

The ability to effectively communicate verbally and in writing with all stakeholders and to prepare and deliver information to an audience in a professional manner

9. Self-Management – Skilled

Ability to recognise personal development needs and take personal responsibility for continuous learning

7.2. Personal Qualities

- Customer Focus
- Creativity and Innovation
- Developing Others
- Empathy and Cultural Awareness
- Relationship Building
- Teamwork

8. CONTINUING EDUCATION AND DEVELOPMENT

The incumbent will be supported in keeping abreast of current industry best practice and is expected to take active personal interest in staying informed of professional practices, standards and latest trends. CHW encourages continuous development and conducts annual Performance Reviews, through which development needs, may be identified.