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Regional Offices
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POSITION DESCRIPTION

POSITION TITLE:	Branch Manager Asset Systems
SECTION:	Asset Systems
EMPLOYMENT TYPE:	Permanent Full Time
CLASSIFICATIONS:	SEO
LOCATION:	Warrnambool
Date Approved:	June 2018
Approving Officer:	General Manager Assets

POSITION OBJECTIVES

The ongoing development and coordination of Wannon Water’s Integrated Asset Management System, consistent with Wannon Water’s responsibilities and strategic direction.

Develop and monitor Key Performance Indicators to meet the regulatory requirements of the Assets Department.

Establish and maintain effective relationships with other Authorities and Agencies and relevant stakeholders and represent Wannon Water in a competent and professional manner

Overall performance of the Asset Systems Branch.

KEY RESPONSIBILITIES & DUTIES

As a member of the Assets Team the primary responsibilities and accountabilities include:

Leadership

- Lead, motivate and develop Asset Systems staff to ensure the achievement of corporate objectives
- Demonstrate professionalism and commitment to Wannon Water’s value that inspires and influences staff
- Support the development of Wannon Water through effective change management practices and integrated management philosophies
- Support team members by optimising and recognising their contribution to the business through providing a positive, challenging working environment that provides opportunity to acquire and utilise skills to increase the productivity of the business.

Teamwork

- Foster an environment of collaboration within the Assets team and organisation
- Act as a member of Wannon Water's Senior Management Team and contribute to the performance of this team.

Corporate Strategy

- Develop and implement the corporate asset management strategy
- Establish and maintain effective asset management strategies in support of Wannon Water's Risk Management Policy.
- Investigate and report on alternative innovative systems, methods and technologies available to improve management of Wannon Water's infrastructure.

Business Systems

- Identify, develop and maintain the asset management system
- Ensure the development and implementation of the Integrated Management System in the Assets Department
- Coordinate the implementation and operation of asset management information systems
- Maintain and develop linkages with other corporate information systems.

Asset Renewal

- Prepare and update long term asset renewal programs.
- Optimise the balance between expenditure on asset operation, maintenance and renewals.

Asset Database

- Provide information to the Finance & Regulation Department for the financial maintenance of the asset database
- Liaise with the Finance & Regulation Department for the creation and disposal of assets
- Collect data on the condition of existing assets
- Retain corporate information about assets

Maintenance Programming

- In consultation with the Service Delivery Department, prepare and revise proactive maintenance programs that include inspection and condition assessment requirements to support preventative and predictive maintenance activities.
- Undertake detailed and agreed maintenance planning
- Monitor maintenance activities undertaken and report regularly to key stakeholders.

Performance Measurement

- Develop and implement Key Performance Measures and control systems compatible with Wannon Water's system to enable progress reporting and exception reporting.
- Oversee Branch performance measurements and control systems compatible with Wannon Water's system to enable proper internal control and exception reporting.

Financial

- Develop an annual budget for the administration of the Asset Systems Branch
- Deliver responsibilities in accordance with the nominated budget and contribute to the financial accountability and growth of Wannon Water.

Special Duties

- Prepare regular and special reports as required by the General Manager Assets and carry out other duties as directed from time to time.

ORGANISATIONAL RELATIONSHIP

Responsible to: General Manager Assets

Responsible for: All employees within the Asset Systems Branch

Internal Liaison: All employees

External Liaison: Public Authorities, contractors, consultants, government agencies, professional personnel, businesses, customers and suppliers.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Freedom to act is governed by policies and delegations of the Board and legislative and regulatory requirements.

Maintain authority, as Branch Manager Asset Systems over all Asset Systems Branch staff and delegate authority and responsibility to individual employees where appropriate, to ensure the efficient and effective operation of this function.

This position will coordinate the asset systems function consistent with Wannon Water's objectives and strategic directions under the general guidance of the General Manager Assets.

This position will be expected to be highly self-sufficient.

This position is responsible for ensuring that all Asset Systems Branch employees work in a safe environment and use sound and safe work practices which results in maximising employee's health and safety in accordance with the Occupational Health and Safety Act.

JUDGEMENT AND DECISION MAKING

This position is expected to develop policy in consultation with the General Manager Assets within the areas of responsibility.

In conjunction with the General Manager Assets, this position will make recommendations to Wannon Water via the Water Plan on the asset investments best fitted to maintain and advance the service.

This position requires the incumbent to use significant initiative to develop systems schedules and methods to efficiently and effectively carry out the functions.

This position will make all decisions necessary for the proper performance of the duties within the limits of budget constraints, policy, procedure and direction of Wannon Water, Managing Director, General Manager Assets and the limitations of the law.

This position will make recommendations to the General Manager Assets regarding policy, procedures and methods that would improve the efficiency and effectiveness of this operation.

Generally, guidance will be sought from external experts in the field with general guidance being available from the General Manager Assets.

SPECIALIST SKILLS & KNOWLEDGE

The position requires strong leadership skills to lead and motivate staff, general management skills, a sound knowledge of water, sewer and recycled water systems and regulatory requirements (or industry equivalent).

This position requires:

- Sound knowledge of life cycle asset management of water, reclaimed water and recycled water infrastructure assets (or equivalent)
- A systematic and creative approach to problem solving and alternative solutions.
- Awareness of the legislative requirements to perform the functions.
- Knowledge of administrative procedures, budgeting and financial procedures.

MANAGEMENT SKILLS

This position requires:

- Self-motivation, management of time, setting priorities and organising one's own work
- Effective competencies in performance management, development and training of staff
- Ability to prepare strategic plans for areas of responsibility, timetable the tasks and meet the objectives within the timetable
- Ability to lead, recognise and motivate staff in a performance culture.

INTERPERSONAL SKILLS

The Branch Manager Asset Systems must have excellent leadership and communication skills.

Co-operative skills of a high order are required to gain co-operation from the Service Delivery Department to obtain quality history of asset performance.

QUALIFICATIONS & EXPERIENCE

A tertiary qualification in Civil Engineering (or suitable other equivalent) or extensive experience in a similar role is required.

Postgraduate qualifications in a management discipline will be well regarded.

Appropriate experience in the water industry is desirable, but not necessary.

Experience in a significant management role is a necessary pre-requisite.

OTHER INFORMATION

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.

Wannon Water’s Vision 2023

We are passionate about people:

- The people we employ
- The people who depend on our products and services
- The people who make up the communities of South West Victoria

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

Integrated Management System

Every employee has the right and obligation to continually improve the Integrated Management System and ensure its successful operation.

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 4801 (AS/NZS 4801). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

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.

6. ADDITIONAL BENEFITS

- Performance Review Incentive Payment up to 6%
- Private Vehicle Use Agreement
- Ongoing Leadership, Management and Professional Development opportunities
- Leading flexibility provisions
- Great contemporary organisational culture