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Regional Offices  
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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Project Manager - Warrnambool Sewage Treatment Plant Upgrade</b>
<b>SECTION:</b>	Asset Creation
<b>EMPLOYMENT TYPE:</b>	Fixed Term Contract (Initially 2 years, subject to commencement date and construction programme)
<b>CLASSIFICATION:</b>	Subject to experience and qualifications
<b>LOCATION:</b>	Warrnambool
<b>Date Approved:</b>	March 2019
<b>Approving Officer:</b>	Branch Manager Asset Creation

### **POSITION OBJECTIVES**

To support the Asset Creation Branch in the delivery of Warrnambool Sewage Treatment Plant (STP) Upgrade project by undertaking project management duties through the detailed design, stakeholder engagement, tender, construction, commissioning and handover phases.

### **KEY RESPONSIBILITIES & DUTIES**

The Project Manager shall be responsible for undertaking the following duties, under direction of the Branch Manager Asset Creation, inclusive of:-

- Project Management
- Managing Wannon Waters Engineering Consultant through the detailed design phase
- Stakeholder and community engagement
- Tender assessment
- Undertaking site supervision and witnessing test points
- Monitoring construction of works
- Assessing and reporting project progress against agreed programme and timeframes
- Liaison with site operations, and assisting with the coordination of site based activities
- Reporting site related issues to the Contract Superintendent and Principal
- Collaborating with internal and external stakeholders
- Preparation and presenting of progress reports
- Maintaining a project file in line with Wannon Water QA processes
- Applying procedures in line with the Project Management Framework
- Monitor and witness site based testing and commissioning activities
- Manage project close out and handover activities

### **ORGANISATIONAL RELATIONSHIPS**

Responsible to:	Branch Manager Asset Creation
Internal Liaison:	All Wannon Water employees
External Liaison:	Contractors, Consultants, Approval Authorities, Stakeholder Groups, Government Agencies and customers.

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## PROJECT MANAGER – Warrnambool Sewage Treatment Plant Upgrade



### ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position will manage the Warrnambool STP project through the remainder of the detailed design phase through to its conclusion and components thereof. This involves managing and monitoring the activities using best practice project management and engineering principles and standards.

This position shall be based full time in Warrnambool with time split between a major construction site and Wannon Waters corporate offices. The Project Manager is required to use their own initiative and judgement to achieve the key responsibilities and successful project outcomes.

### JUDGEMENT AND DECISION MAKING

This position may:

- Make judgements and decisions in accordance with Wannon Water policy and industry best practice procedures.
- Use own judgement in dealing with both internal and external project stakeholders, consultants and contractors.

Guidance is available from the Branch Manager Asset Creation, Project Managers and Project Engineers within the Asset Creation Branch, other Wannon Water managers, consultants, government departments and considerable technical data available to Wannon Water.

### SPECIALIST SKILLS & KNOWLEDGE

This position requires a strong understanding of contract management documentation and procedures, particularly in relation to AS2124 and AS4300 Conditions of Contract.

A strong understanding and relevant experience in the application of best practice OHS, environmental and QA procedures is considered essential.

This position requires the ability to research, estimate, coordinate, report, tender assess, innovate, engage, assess, supervise, contribute, monitor and work as part of a site based project team.

General operating knowledge of MS Office, particularly Word and Excel, is considered essential. Experience of Microsoft Project is highly regarded.

### MANAGEMENT SKILLS

This position is expected to be able to self-motivate, set priorities, plan and organise one's own workload.

The position will at times require that the person work on their own, relying on their own resources and abilities. Emphasis must be given to achieving the best outcome within an agreed timetable, with the resources available.

### INTERPERSONAL SKILLS

This position shall have the ability to:-

- Collaborate with internal and external contacts including consultants, contractors, approval authorities and internal Wannon Water stakeholders.

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## PROJECT MANAGER – Warrnambool Sewage Treatment Plant Upgrade



- Communicate in a professional manner, both orally and in writing.
- Discuss, innovate, collaborate and resolve problems.
- Gain cooperation and assistance from internal and external contacts to achieve project objectives.

### QUALIFICATIONS & EXPERIENCE

A tertiary qualification in Civil Engineering, Environmental Engineering, Project Management or Contract Management is desirable.

Experience in the water and sewerage industry or related fields, 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:

- 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 4801: Occupational health and safety management systems - Specification 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

Wannon Water 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.

#### **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.

All successful applicants appointed to Wannon Water are subject to the following:

- Referee Check
- National Police Records Check

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- Pre employment medical assessment

Operational employees may also require vaccinations for Hepatitis A & B, a hearing test and a lung function test

### **Probationary Period**

All successful applicants will be subject to a minimum three month probationary period but not extending beyond six months.

### **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 activities.

Employees should also adhere to the following principle:

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

### **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.

<b>Employee</b>	<b>Manager</b>
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____