

# Northern Treatment and Efficiency Coordinator

<b>Group</b>	Infrastructure and Technology
<b>Department</b>	Infrastructure Operations
<b>Job Family</b>	Operations
<b>Classification</b>	Band 8
<b>Approved by</b>	Anna Murray, Manager Infrastructure Operations
<b>Date</b>	March 2019
<b>Position Purpose</b>	This position has responsibility for operational and strategic functions including leading the Northern Treatment team to achieve high safety, quality and environment culture and performance. The role will oversee the operation of assigned assets to meet required performance criteria in an efficient manner; develop and oversee asset management schedules including contractor management; oversee the delivery of improvement projects; contribute to the efficient financial performance for assigned assets and support the delivery Treatment-wide plant efficiency initiatives.

## Organisation context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region’s prosperity.

Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.



## Infrastructure and Technology group

The purpose of the Infrastructure and Technology Group is to provide high quality, secure, affordable water, sewerage and recycled water services whilst enhancing productivity and achieving step change in customer experience, zero waste and zero emissions. We will achieve this through high performance, an entrepreneurial mindset and strategic partnerships.

## Infrastructure Operations department

Achieving Barwon Water's vision of enabling regional prosperity requires a high performing team at the coal face providing high quality, affordable secure water services. The purpose of the Infrastructure Operations department is to operate, optimise, maintain and manage the critical infrastructure in a safe and efficient manner.

### Organisational relationships

<b>Reports to</b>	Treatment Section Leader
<b>Directly supervises</b>	Northern Treatment team

### Accountabilities

#### People Leadership

- Maintain an understanding of corporate policies, strategies and processes, ensuring team performance and actions are aligned with corporate expectations.
- Actively engage in managing both team and individual performance, including completion of performance reviews and development plans (PPPs)
- Identify resourcing and skills requirements to achieve required performance and develop resourcing and training plans.
- Mentor and train team members on the operation and maintenance of assigned assets, ensuring they have the skills, training and experience to capably solve process problems
- Encourage team engagement with Barwon Water corporate programs

#### SQE Leadership

- Plan and coordinate workgroup activities in line with SQE requirements.
- Complete hazard and incident reporting and oversee appropriate follow up investigations/actions.
- Maintain up-to-date manuals for assigned assets, including development of SOPs.
- Oversee team participation in workplace audits and inspections and coordinate any opportunities for improvement.
- Ensure the correct management of chemicals (including dangerous goods).

#### Process Management

- Maintain and continue to develop expertise and knowledge of relevant processes.
- Ensure relevant processes meet performance standards (including critical and process control points) in a reliable and financially efficient manner.
- Identify process improvement opportunities and develop supporting business cases.
- Provide expertise to the wider business for assigned treatment processes.
- Provide support to team members in process problem solving
- Facilitate Treatment process reviews for efficiency and performance improvement opportunities
- Represent Treatment for energy efficiency initiatives, including participation in corporate energy efficiency working groups

### **Project Management**

- Oversee the delivery of improvement and maintenance projects to a high SQE standard, on time and on budget.
- Coordinate procurement activities for projects in line with Barwon Water procurement guidelines.
- Provide operational and process expertise in the development and delivery of major capital projects associated with assigned assets (from planning through to commissioning).

### **Financial Management**

- Assist in the development of annual recurrent and capital budgets for assigned assets.
- Monitor, report and control recurrent and budget performance.

### **Asset Management**

- Develop and action appropriate maintenance and inspection schedules for assigned assets.
- Contribute to the development of asset replacement and upgrade programs.
- Develop and maintain assigned asset maintenance contracts

### **Contract Management**

- Administer the Viva contract to comply with obligations (including monitoring, reporting, billing, commercial issues and controlling performance against contract)
- Lead delivery and support for Viva special projects
- Maintain effective relationships with contract partners

### **Health, Safety & Wellbeing**

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety in the workplace.
- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.

### **Competencies**

<b>Growth &amp; Resilience</b>	Brings a growth mindset and personal resilience.
<b>Action &amp; Accountability</b>	Drives outcomes with purpose, ambition, accountability and action.
<b>Collaboration</b>	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
<b>Communication</b>	Engages and communicates with clarity, vision, purpose and impact.

## Performance level

<b>Action &amp; Accountability</b>	The Northern Treatment and Efficiency Coordinator has a clear understanding of the operational and strategic functions involved in leading the Northern Treatment team. Under delegated authority, the position is responsible for identifying improvement projects and supporting Treatment-wide plant efficiency initiatives.
<b>Judgement &amp; Problem Solving</b>	The Northern Treatment and Efficiency Coordinator is capable of operating independently and is able to resolve problems that require analytical, decision-making skills and the ability to work under pressure.
<b>Specialist Knowledge &amp; Skills</b>	The Northern Treatment and Efficiency Coordinator will have the ability to direct the actions of the Northern Treatment team, by providing specialist knowledge of treatment processes, water hydraulic systems as well as mechanical plant and equipment such as pumps, instruments and valves. The role requires the individual to have computer literacy and knowledge in the use and application of software in the operation and control of water treatment plants.
<b>Management Skills</b>	The Northern Treatment and Efficiency Coordinator will be responsible for the management of a number of employee's with specialist operational skills. The role requires strong planning and leadership skills to lead the operation of assigned assets to meet required performance criteria.
<b>Interpersonal Skills</b>	The Northern Treatment and Efficiency Coordinator will need to have excellent communication skills, able to provide and receive feedback and be proactive in communicating with the team and broader business to achieve the accountabilities of the role. The role will require experience and capability to work collaboratively to achieve defined outcomes and work cross-functionally to develop strong relationships with internal and external customers.
<b>Qualifications &amp; Experience</b>	The position requires the individual have working knowledge and experience of relevant work procedures as well as relevant qualifications which may include; <ul style="list-style-type: none"> <li>• Degree (e.g. engineering/science), and</li> <li>• Substantial experience in operation and asset management of process assets</li> </ul>

## Success profile

- Knowledge and experience gained from tertiary degree and operational and leadership experience in processing, manufacturing, utilities, industrial setting or similar environment.
- Committed to leading workplace safety culture and constructive team dynamics to achieve operational outcomes
- The ability to lead a team to multi-task and prioritise workloads to ensure that service delivery obligations are met

- Collaborative team member who works extremely well in team environments, who can also work autonomously contributing to the overall team goals
- Excellent communication and stakeholder engagement skills, committed to customer service
- A current Victorian drivers licence
- A pre-employment medical, including health, drug and alcohol assessment is required for this position and part of our selection process.

## Equal opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Signatures

_____	_____	_____
Supervisor Name (print)	Supervisor signature	Date

_____	_____	_____
Employee Name (print)	Employee signature	Date

*We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.*