

POSITION TITLE	Asset Integration Coordinator
CLASSIFICATION	SRW Enterprise Agreement Business Services Band C plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Asset Futures
ENGAGEMENT	Full Time Ongoing
LOCATION	Negotiable across SRW Major Offices
REPORTING LINES	Reports to: Team Leader Asset Systems Direct Reports: Nil
DELEGATIONS	This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water's Instrument of Delegation and as set by: • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Asset Integration Coordinator will support the integration of new and upgraded assets into SRW's operational and asset management systems.

POSITION SPECIFIC RESPONSIBILITIES

The main duties and responsibilities associated with this role will include:

- Develop, update and maintain Asset Integration Plan (AIP) documents and process, to meet the needs of the organisation, including regular review workshops with relevant teams to refine and streamline processes.
- Coordination of asset integration activities, including:
 - Undertake project specific AIP development with Project Managers, ensuring all relevant areas within the plan are considered.
 - Coordinate data collation and communication to relevant stakeholders
 - Coordinate handover to operational teams of relevant capital works.
 - Support Project Managers throughout the course of a project, to meet the objectives of the AIP as required.
 - Where relevant, ensure compliance to SRW Capital Processes and Requirements Framework.

POSITION DESCRIPTION

- Ensure compliance to asset data capture processes, for inclusion into AMIS and GIS systems
- Managing areas of identified risk within all areas of responsibility, including notification to management.
- Advise and support the Asset Managers to define applicable aspects of SRW's Capital Process and Requirements Framework during the planning stage of projects.
- Identify and resolve process and operational issues with relevant stakeholders to ensure project Integration can be accomplished to agreed performance measures.
- Ensure contractors and/or delivery partners provide completions artefacts to agreed standards.
- Ensure consistency, accuracy and completeness of asset information to support asset creation, operation, maintenance, and disposal processes.
- Ensure adherence to all legislative and regulatory requirements as well as internal processes and guidelines.
- Assist with the closeout of legacy projects, and WIP activities with a focus on legacy asset data.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Promote and support partnerships with stakeholders and operational teams throughout project lifecycle. Support colleagues and Team Leader as required to achieve overall team goals, service levels and other targets.
- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Adhere to SRW's Purchasing Policy and Probity Guideline.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the organisations records management policy and adherence to the organisations written style.

SCHEDULING RESPONSIBILITIES

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, if a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to, SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor, and within the SRW safety reporting system (MyOSH)
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated history of showing initiative in solving problems and improving processes.
- Good oral and written communication skills.
- Understanding of asset management.
- Good attention to detail and the ability to assess functional specifications for compliance.
- Demonstrated experience of working with a high level of accuracy and ability to adhere to tight timeframes.
- Experience in a construction environment.
- Strong communication skills and the ability to deal professionally and collaboratively with the public, customers, contractors and SRW employees at all levels.
- Using involvement and persuasion strategies to gain acceptance of actions that support specific work outcomes.
- Effectively managing one's time and resources to ensure that work is completed efficiently.
- Placing a high priority on customer's perspective when making decisions and taking action to meet both the customers' and SRW's needs.
- Recognises the importance of setting ambitious targets and driving for results.
- Identify and manage risk within area of responsibility and notify management if a risk to the organisation or the safety of its employees is identified.

QUALIFICATIONS

- Experience in handling and manipulating data including GIS and Asset Information is desirable.
- A broad understanding of SRW and its operational and support systems would be well regarded.

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.

SRW VALUES

Adherence to Southern Rural Waters values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICES

All SRW staff are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpssc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	November 2025
APPROVED BY	General Manager Asset Futures