

POSITION TITLE	Metering and Data Lead
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band C plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Service Delivery
ENGAGEMENT	Full-time Ongoing
LOCATION	Negotiable across SRW major offices
REPORTING LINES	<p>Reports to: Manager Statutory Functions</p> <p>Direct Reports: Metering Administration Officer</p>
DELEGATIONS	<p>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:</p> <ul style="list-style-type: none"> • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Metering and Data Lead is responsible for driving the development and implementation of a whole of business approach to metering, including regulated and unregulated water systems. Working with other teams across SRW including capital planning, capital delivery and asset management teams to ensure the consistent delivery of AS4747 compliant metering and automated meter reading (AMR) devices to meet the National Framework for Non-urban Water Metering.

The Metering and Data oversees metering administration tasks to ensure Water Management Officers are well equipped to perform field-based metering and AMR duties and leads the data capture and reporting requirements across Service Delivery where required.

POSITION SPECIFIC RESPONSIBILITIES

- Review and revise the Metering Action Plan to ensure it is fit for purpose, meets regulatory requirements and includes a whole of business approach to metering and AMR.
- Drive implementation of the Metering Action Plan.
- Represent SRW on external metering related working groups.

- Develop clear processes that define roles and responsibilities in terms of the ongoing management and operations of metering infrastructure including meters, AMR, communication towers.
- Identify and guide improvement measures in how we receive, collect and record metering information.
- Work with relevant employees to collate data for internal and external reporting
- Support the development of asset class plans.
- Manage agreements/contracts that relate to communication towers used to support AMR devices and ensure these are maintained and up to date.
- Overseeing and supporting operational staff in meter reading activities, usage reporting
- Overseeing and supporting the input of accurate metering information into SRWs asset management system and co-ordinating the maintenance activities.
- Support the Manager Statutory Functions with budget requirements and reporting.

PEOPLE MANAGEMENT

- Undertake regular meetings with direct reports and provide constructive feedback, coaching and direction to ensure position requirements are being met effectively.
- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Ensure formal performance appraisals are undertaken for all direct reports and staff, twice per annum and recorded within the appraisal / reporting system.
- Ensure all direct reports, staff (and self) are aware of and adhere to, organisational policies and OH&S requirements.
- 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.
- 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 organisation's records management policy and adherence to the organisation's 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, in the event that 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.
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated experience in a metering related role (eg. 3+ years).
- Technical knowledge of meters, metering standards and AMR
- Knowledge of the unique opportunities and challenges of the rural water industry
- Project management experience, or experience developing and implementing action plans
- Demonstrated ability to communicate effectively with stakeholders, peers and professional teams in both verbal and written forms.
- Proven ability to exercise professional judgement to draft quality advice, assessments and reports.

QUALIFICATIONS

- A tertiary qualification in a relevant discipline or commensurate experience.
- Competent in the use of the Microsoft suite of products, and an aptitude to grasp other specialised software required to undertake to position such as Asset Management Systems

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 Water's 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 POLICIES

All SRW employees 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	October 2024
APPROVED BY	General Manager Service Delivery