

POSITION DESCRIPTION

POSITION TITLE	Team Leader Asset Systems
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band E 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	<p>Reports to: Manager Asset Management and Systems</p> <p>Direct Reports: Asset Information Coordinator Asset Information Support Officer Asset Integration Coordinator GIS System Coordinator</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"> • a level 3 financial delegation • this position description • other directions or instructions specified by SRW or a SRW delegate
EXPENDITURE	Opex and Capex: dependent on the projects and programs being planned and delivered.

POSITION OBJECTIVE

The Team Leader Asset Systems will lead and direct technical and specialist Asset and Information specialist staff and consultants to manage our assets according to the SRW Asset Management Policy, to meet customer expectations and regulatory requirements.

POSITION SPECIFIC RESPONSIBILITIES

- Assist the Manager Asset Management and Systems with the oversight, and delivery of, individual asset management projects and initiatives.
- Ensure the Asset Management team places safety and wellbeing at the core of everything it does, by leading the team to continuously improve its safety culture.
- Lead the uplift of Asset Information Systems and Data across SRW, including:
 - Develop overarching Asset Systems strategy to ensure consistent direction.
 - Oversee the delivery and implementation of asset data framework.
 - Develop and oversee the delivery and implementation of GIS data standards.
 - Implementation and business integration of GIS systems and processes, aligned with modern best practices.
 - Implementation and business integration of SRW's AMIS software.
 - Ensure data relevance and confidence is managed to a high standard and a continuous improvement program is implemented, including regular gap analysis.
- Lead Asset Management systems integration with other internal business systems, and across AMIS platforms. This may include finance system integration, document storage systems, operational and SCADA systems and between AMIS and GIS systems.
- Coordinate the programming of, and data collection from, asset inspections and recurrent/programmed maintenance activities with the relevant teams across SRW.
- Develop a plan for and coordinate the delivery of training and support for SRW's asset information systems across the organisation.
- Ensure all asset systems initiatives are completed in a timely manner and meet business needs. These include but are not limited to system plans, asset data framework, asset management plans and problem statements.
- Coordinate investigation, review, approval and recommendation of asset systems projects and programs and ensure the necessary documentation for project and program approval is prepared. This includes the preparation of documentation for submission to the Capital Investment Review Team, Asset Governance Committee, SRW Board and Regulators.
- Ensure timely achievement of project milestones, engagement of specialist consultants and contractors to support asset management activities, including tendering and contract management, reporting and project close-out.
- Providing support to the Asset Management team, Capital Delivery teams and Principal Dams Engineer in delivering asset management, dam safety and business improvement initiatives.
- Lead the creation of reports, dashboards and metrics for understanding and interrogating asset performance utilising available asset data.
- Implement governance processes, including the active participation on project specific steering committees, working parties, and sub-groups.
- Contribute to the development, review and update process for Asset Management Policy documents, Strategic Asset Management Plan and team Governance documentation as required.
- Contribute to the promotion of Asset Management importance, outcomes and strategic direction across the organisation.

PEOPLE MANAGEMENT

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements are being met effectively and efficiently.

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- Undertake formal performance appraisals, in line with SRW's PADP processes, with all direct reports to identify and acknowledge both achievements against performance indicators and opportunities for improvement.
- Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
- Communicate relevant matters via individual and/or team meetings.
- Undertake effective recruitment and training of staff.

OPERATIONAL RESPONSIBILITIES

- Monitor and adjust plans and resources as required to ensure service levels and other targets are continually met.
- Coordinate the implementation of improved efficiencies and/or effective teamwork practices to ensure continuous improvement.
- Ensure that all team members have a shared understanding of team purpose and direction.
- Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered and that all performance indicators and targets are met.
- Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
- Ensure that all business unit staff, and self, 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

- Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
- Plan and provide input into team budgets on a monthly and annual basis.
- Resolve any audit findings within agreed time frames.
- Accurately report service area data and other information annually to support Annual Reporting or other reporting or ministerial requirements reports (as applicable).
- 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.
- Monitor health and safety performance within areas of responsibility.
- Lead formal and informal discussions regarding HSW risks and activities.
- Investigate all hazards / incidents / injuries within areas of responsibility.

KNOWLEDGE SKILLS AND ABILITIES

- Strong, demonstrable understanding of Asset lifecycle and Asset Management principals

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- Demonstrable skills in interpersonal communication and team leadership highly desirable, including facilitation skills.
- Ability to provide team members with clear direction, promote a dynamic and inclusive working environment and empowering others.
- Excellent written report and presentation skills, particularly the ability to explain complex issues in terms tailored to suit varied audiences.
- Demonstrated knowledge of water infrastructure, in particular rural water infrastructure, including its general operation and understanding of performance.
- Ability to negotiate, influence and convince stakeholders on sensitive or complex matters.
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- Ability to think creatively to comprehend, and identify solutions for, complex problems.
- Teamwork – Encourages teamwork, builds effective teams, and resolves problems by creating a supportive and collaborative team spirit. Ensures collaboration and relationship building between teams across SRW's business groups.
- Judgment / Decision Making - Consults with and seeks advice at the appropriate managerial level when making complex decisions. Facilitates dialogue and development of best practice to support judgement/decision making, in full compliance with the SRW's policies and other regulations.
- Change Management - Creates an open climate fostering creativity, innovation and acceptance. Sets the agenda for change and foresees the impact of change on his/her team.
- Commitment to Continuous Improvement - Assesses the effectiveness of functions and systems as well as current practices; streamlines standards and processes and develops innovative approaches to programme development and implementation.
- Achieving Results - Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the business unit's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
- Planning and Organising - Sets clearly defined objectives for himself/herself and the team or Section. Identifies and organises deployment of resources based on assessed needs, considering possible changing circumstances. Monitors team's performance in meeting the assigned deadlines and milestones.

QUALIFICATIONS

- A tertiary qualification in an engineering discipline, making the applicant eligible for full membership of Engineers Australia or equivalent.
- Qualifications and/or experience in any of the following fields would be highly regarded:
- Asset management.
- Project management.
- Business management.
- Water industry.
- Construction.
- Previous experience in the use of ESRI ArcGIS systems, and various Asset Management Information Systems (AMIS) highly desirable.
- Competent in the use of the Microsoft suite of products, and specialised computer software programs relevant to Asset Management.

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 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 2024
APPROVED BY	Scott Cornish - General Manager Asset Futures