

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Technical Specialist - Asset Strategy

Title	Technical Specialist - Asset Strategy
Classification	Band 5, Central Highlands Water Enterprise Agreement 2020
Team, unit	Strategic Asset Management and Planning
Division	Infrastructure Planning and Operations
Work location	7 Learmonth Road, Ballarat
Employment type	Permanent
Position reports to	Manager Strategic Asset Management and Planning

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW we are committed to the safety of our people, customers and the community we serve. At CHW Safety is Everybody's Priority, including zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

Purpose

Reporting to the Manager Strategic Asset Management and Planning, you will work across the business to develop and drive the implementation of sound strategies on CHWs asset management information systems. The primary objective/s of the position are:

- Lead the development and review of key asset policies, strategies and reporting documents.
- Lead the business to improve asset management by enabling and influencing people, activating technology and streamlining processes.
- Lead the implementation of initiatives to enhance CHW's asset management information systems by enabling and influencing project teams to solve complex issues and deliver outcomes.
- Coordinate the development of asset management plans for key asset classes and manage associated risk management processes and asset life cycle methodology.

Key Duties/Responsibilities

Asset Strategy

- Lead the development and review of the Asset Management Policy, Strategic Asset Management Framework, Asset Management Information System Roadmap, Asset Maturity Index, Asset Management Accountability Framework compliance report and other key documents.
- Lead the business to implement digital enhancements to the asset database that improves asset data consistency, asset data quality, recording of key elements (such as criticality and condition), leveraging asset risk methodologies and utilising data driven decision making tools.
- Work closely with business teams to understand asset data requirements, develop system enhancement ideas, initiate projects, deliver outcomes and empower teams to manage assets in an efficient and effective manner.
- Promote digital asset initiatives and influence internal business partners and external providers to establish project teams and implement workable solutions to system related problems.
- Coordinate, guide, support and develop asset management plans for a range of key asset classes and major sites utilising sound asset management principles and consistent methodology to generate and review asset renewal plans, maintenance programs and inspection schedules.
- Manage asset management processes to ensure they deliver upon key business drivers and objectives including determination of asset life cycle, levels of service, asset performance, risk management and effective planning.
- Generate ideas and support the business to automate data entry, transfer, extraction and reporting processes to improve data analytics and utilisation of asset information.
- Support the development of processes to enhance the presentation, visualisation and spatial mapping of asset related data.

General

- Supervise and mentor the Technical Advisor – Asset Management Information Systems.
- Provide technical support to other staff to embed processes and improve utilisation of systems.
- Represent CHW in industry groups, collaborative projects and research initiatives and provide thought leadership to the business on asset related innovations.
- Develop project plans and manage the implementation and delivery of projects.
- Work collaboratively and participate in project teams to proactively managing problems, streamline processes, develop new tools and deliver enhancements.
- Other duties as directed.

1. Authority and Accountability

- Leading and influencing internal business partners and external providers.
- Project managing key business initiatives.
- Technical mentoring of other staff members, as required.

- The efficient and effective performance of all duties and responsibilities associated with the role.
- Create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and Safety Act, Regulations and CHW policies and procedures.

2. Judgement and Decision Making

- Clear understanding of asset requirements and the ability to articulate and maintain sight of a long-term strategic vision that encapsulates decision making processes driven by quality data.
- Exceptional professional judgement to manage day-to-day priorities and delivery methods across multiple initiatives and different project teams.
- Exceptional problem solving skills with the ability to identify and propose workable solutions to systems and processes.

3. Specialist Knowledge and Skills

- Asset planning processes, including risk management
- Asset Management Information Systems (AMIS)
- Geographical Information Systems (GIS)
- Data science and analytics

4. Leadership/Management Skills

- Ability to manage up, across and within the organisation.
- Strong project management skills with ability to scope projects, determine required resources, develop project plans and enable others to deliver.
- Highly developed time management skills with the ability to effectively plan, organise and manage multiple projects independently.
- Proven success in managing and developing effective working relationships on digital projects.

5. Interpersonal Skills

- Highly-developed communication and interpersonal skills with the ability to lead and influence internal and external partners.
- Demonstrated ability to have a positive impact on team culture by enabling others, modelling the way, offering thought leadership and building personal rapport with colleagues.
- Confident in sharing knowledge, ideas and experience within a team or project-based environment and capacity to mentor and offer technical support to more junior staff members.
- Ability to leverage people skills to Chair steering committees, project working groups, team meetings and one-on-one meetings and drive an ongoing commitment to delivering outcomes.

6. Qualifications and Experience

- Tertiary Qualifications in a relevant discipline.
- Considerable professional experience in asset strategy development, asset planning, asset management information systems and/or implementing asset improvement initiatives.

Key Selection Criteria

- Demonstrated experience in developing and reviewing asset policies, frameworks, strategies, plans and/or reporting documents.

- Demonstrated experience in improving asset management by enabling people, refining technologies and/or streamlining processes.
- Proven record of delivering projects and implementing initiatives to enhance asset management information systems and/or deliver digital enhancements.
- Strong understanding of assets and the processes required to develop asset management plans and effectively manage assets across their life cycle.
- Demonstrated leadership skills with ability to leverage technical expertise to influence, mentor and offer thought leadership in a range of team settings.