



**LOWER MURRAY
WATER**

Position Description

POSITION TITLE: Technical Officer	REPORTS TO: Team Leader Projects
Pay Band: Dual Band 2/3	
ORGANISATIONAL CONTEXT	
<p>Lower Murray Water operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
PRIMARY OBJECTIVES	
<p>As a Technical Officer you will work as part of the Projects team within the Infrastructure Services Department. The role will support the development and efficient and effective execution of LMW's Capital Works programs.</p> <p>Safe delivery of projects is of primary importance.</p> <p>This role will lead in the complete delivery of minor capital works, learning to apply standard project management techniques and contractor management skills so that advancement to management of larger more complex projects can be achieved once skills and experience have fully developed.</p> <p>Providing technical support to the Land Development group, this role will review designs and liaise with developer appointed consultants so that assets installed by developers and gifted to LMW, comply with LMW standards and achieve design life.</p> <p>Assisting in the delivery of major projects with a primary focus on irrigation and urban water main design works, this role will work collaboratively with all stakeholders to ensure designs are safe, deliver customer outcomes and take account of future growth requirements as documented in master plans.</p> <p>This role will support general investigations and minor works through the provision of survey and design skills to assist both Infrastructure engineers and Operations staff.</p>	

KEY ACCOUNTABILITIES

KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<p align="center">Leadership</p>	<ul style="list-style-type: none"> • Assist the Team Leader Projects with project coordination matters • Work collaboratively as a member of the Infrastructure Services team and with other relevant positions across the corporation to achieve business objectives within the Corporation’s Corporate Plan, 10 year capital works program and Water Plan • Identify areas of improvement of self and the wider projects team and promote a culture of constructive feedback and continuous improvement • Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices • Contribute to the improved safety performance of LMW by developing key safety competencies with an understanding that safety is a line responsibility owned by each member of the infrastructure services team 	<ul style="list-style-type: none"> • Liaise with the Team Leader Projects to formulate project scope documents and business cases for allocated Capital Works Projects • Provide fair, honest and constructive feedback to all key stakeholders and embraces and positively contributes to change • Is known as the staff member who has key technical civil design skills for water main and urban development assets and willingly shares this knowledge • Demonstrated compliance with Risk Management Policy and Framework and integration of Risk Management into normal business practices • Active safety leadership demonstrated through knowledge of LMW’s safety systems and procedures and personal ownership of safety performance.
<p align="center">Customer</p>	<p>Key Internal Interfaces:</p> <ul style="list-style-type: none"> • Manager Projects • Program Managers • Senior Manager Operations and Operations Teams • Senior Manager Delivery and Delivery Teams <p>External Liaisons:</p> <ul style="list-style-type: none"> • Contractors & Consultants • Service Authorities • Government Agencies 	<ul style="list-style-type: none"> • Effective consultation and communication with Operations Teams to ensure operational needs are captured in the scope, design, specifications and throughout construction • Ensuring a consistent experience for all stakeholders which will be demonstrated by feedback received • Provide review and advice for all internal and external development queries

<p style="text-align: center;">Safety</p>	<ul style="list-style-type: none"> • Ensure your projects are delivered safely through active safety leadership • Ensure that projects undertaken across LMW are conducted in a safe and compliant manner, • Contribute to the bi-annual Global Safety Index (GSI) survey process • Participate in workplace safety inspections as relevant to the Projects team, qualifications and experience • Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination 	<ul style="list-style-type: none"> • LMW contractors are managed effectively during project delivery and in accordance with Contractor Management Procedures • Projects are managed in accordance with the applicable Safety Management Systems • Improvement in GSI team and organisational survey results is achieved annually through the effective implementation of recommended actions developed through the Safety team • Improvement actions identified in safety inspections such as hazards or risks are rectified within the recommended timeframes
<p style="text-align: center;">Efficiency</p>	<ul style="list-style-type: none"> • Use of the LMW Contract Management System for all contracts. • Monitor and manage all allocated projects and tasks within the Projects Module System and ensure information is updated regularly. • Identify and implement quality improvement, change management and innovation efficiencies in the Infrastructure Services department. 	<ul style="list-style-type: none"> • Maintain and administer all contracts, payments and variations in the Contract Management System. • Monitor and manage all allocated projects and tasks within the Projects Module System and ensure information is updated regularly • Contribute to the establishment of procedures in relation to design and drafting processes to enhance efficiency, quality and where applicable compliance with legislated standards. • Preparation and ongoing periodic review of budgets within portfolio of projects and efficient and accurate processing and approval of budget requests • Identification of potential savings through consolidation of works and services and tender packaging. • Provide accurate and regular reporting to stakeholders on contract values, expenditure, variations, dates and commitments. • Prepare monthly progress milestone reports on project delivery in accordance with project management plans. • Ensure that user-friendly processes and procedures are developed in consultation with the broader organisation • Efficiencies and innovations that improve LMW cost effectiveness are implemented as per organisational requirements
<p style="text-align: center;">Capital</p>	<ul style="list-style-type: none"> • Assist the Program Manager as required to meet the needs of the project • Assist in the preparation and monthly review of project budgets • Identify, assess and manage emerging and current operational or delivery risks through project planning and monitoring • Review land development works in consultation with Development Team 	<ul style="list-style-type: none"> • Participation in consultation within the Projects team and the wider LMW organisation • Provide support to the Program Manager including, but not limited to design of irrigation and water mains, feature surveys, detailed drawings and liaison with stakeholders • Contribute to the ongoing management of Risk Registers for relevant projects as part of the Infrastructure Services department • All scope documents/ business cases are completed accurately and in a timely manner to support the Project team objectives.

	<ul style="list-style-type: none">• Prepare project and contract documentation in accordance with LMW and DTF policies• Prepare progress reports to confirm project delivery in accordance with project plans• Implement and monitor business systems within the projects team	<ul style="list-style-type: none">• Review all land development works for compliance with WSAA and principles of best practice.• LMW contractors are managed effectively during project delivery and in accordance with LMW contractor management procedures.• Ensure detailed drawings and “As constructed” information is updated and recorded manually or using the CAD system.• Undertake technical investigations, surveys, design and planning for asset construction• Develop and draft tender specifications and documentation for contracts• Capital expenditure is consistent with budget forecasts and monthly variance reporting is provided to the Team Leader Projects• Projects are capitalised as soon as practical upon completion in accordance with project completion procedure.• All procurement will be in accordance with LMW’s Procurement Guidelines.• Administer contractor and supplier purchase orders and payments
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LEVEL OF AUTHORITY

Delegation category F, as specified in the current Instrument of Delegation.

NUMBER OF REPORTS

Direct Reports:

- Nil

Indirect Reports:

- Consultants
- Contractors

SKILLS AND BACKGROUND REQUIREMENTS

Formal qualifications

- Formal qualifications (degree or diploma) in Engineering, Project Management or Trade Certificate relevant to the water industry, or relevant experience

Leadership:

- Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.

Customer:

- Previous experience delivering customer focused outcomes in a service environment such as a utility organisation.
- Experience in managing stakeholders in building positive relationships with internal and external providers.
- Open communication style and the ability to create trust and confidence with internal and external customers

Safety:

- Demonstrated experience and understanding of a safety-first culture.

Efficiency:

- Ability to use Microsoft Project or other relevant software to plan and monitor project delivery against time, quality and budget.
- Knowledge of procurement methodologies as a way to most effectively deliver customer requirements.

Capital:

- Previous experience in preparing reports to demonstrate project progress against plan and scope.

Compliance Requirements:

- Driver's license
- Compliance with a criminal background checks where required

SIGNATURES: We certify that the content of this position description is accurate:

Position holder:

Date: / /

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: