

Position Description



Project Asset Planner

Assets

Reporting to Position Manager: Lead Project Asset Planner

Position Purpose

The Project Asset Planner is responsible in facilitating effective initiation of planned capital works, acting as sponsor's representative on applicable projects, and undertaking shorter term planning activities in support of capital plan delivery and puts safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Undertake planning implementation of the Asset Capital Plan, including facilitating timely and effective prioritisation and initiation of capital works in liaison with stakeholders.
4. Ensure project initiations briefs are developed, which effectively define clear needs, objective and benefit statements, battery limits, estimates and terms of reference for option selection.
5. Effective liaison with the project delivery team throughout the project lifecycle, including providing timely review of requests for changes to project budget and/or scope for prudence, efficiency, deliverability and priority within the capital plan.
6. Act as sponsor's representative for projects sponsored by Asset Planning within the position's area of accountability, to provide sponsor's assurance of effective delivery.
7. Negotiation with the project delivery team, in consultation with key stakeholders on project objectives and handover requirements within areas of responsibility and make recommendations to project sponsor for sign off.
8. Facilitate sponsor acceptance activities for projects in areas of responsibility where Asset Planning Manager is the sponsor (or otherwise as required).
9. Manage the project substitution process within areas of responsibility within the current regulatory period provision and budget.
10. Timely development of a deliverable and efficient capital investment plan over the 2 year time horizon in liaison with asset delivery.

11. Support for the development and defence of regulatory pricing submissions as required.

Key Challenges

- Planning capital works to effectively deliver against multiple stakeholder expectations in a complex regulatory environment.
- Working effectively with stakeholders to effectively understand and respond to asset related risks opportunities and priorities within the capital plan.
- Exercising an effective project governance function to ensure in-flight projects remain on track to deliver required functional outcomes in an efficient manner.

Significant Internal Relationships

Stakeholder	Purpose of Relationship
Maintenance Engineering	Consulting on project requirements
Asset Maintenance & Services	Consulting on project requirements
Asset Delivery Team	Clarification of expectations
Asset Engineering	Consultation on technical requirements

Significant External Relationships

Stakeholder	Purpose of Relationship
<ul style="list-style-type: none"> • External Agencies as defined by the project 	Clarification of expectations

Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Awareness & Personal Resilience	B	<ul style="list-style-type: none"> • Continues to perform effectively in highly stressful and ambiguous circumstances • Demonstrates a positive outlook in times of uncertainty

		<ul style="list-style-type: none"> • Is aware of others' emotions and adapts approach accordingly • Recognises own emotions and employs strategies to manage these under pressure
--	--	---

Customer	Level	
Collaboration & Engagement with Customers & Stakeholders	B	<ul style="list-style-type: none"> • Builds and maintains relationships with individuals from other work groups to accomplish shared goals • Adapts approach to meet the needs of a broad range of customers and stakeholders
Partnering & Advice	B	<ul style="list-style-type: none"> • Engages in a productive dialogue with the customer to consultatively identify a solution • Provides credible advice for customers based on an understanding of the underlying issue • Knows when to draw on additional resources to provide appropriate support and advice for customers

Business	Level	
Analysis & Problem Solving	B	<ul style="list-style-type: none"> • Defines the extent and cause of the problem through observation and investigation • Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. • Considers all possible solutions and seeks input from subject matter experts where appropriate • Takes necessary action to implement the identified solution
Business Acumen	B	<ul style="list-style-type: none"> • Uses a detailed understanding of the business functions and customer requirements to identify

		<p>and act on opportunities and make trade offs where necessary</p> <ul style="list-style-type: none"> • Considers how activities in own team and business unit impact on the operations of other teams and business units • Clearly defines performance metrics for individual and team to drive strategic direction and operational performance.
Planning & Delivering Results	B	<ul style="list-style-type: none"> • Manages expectations and accepts accountability for deadlines, budget and outcomes • Delivers consistently to plans and focuses on the achievement of results despite obstacles • Implements quality assurance practices to ensure projects and activities are delivered to required standards. • Initiates action without prompting

Mandatory Candidate Requirements

Qualifications:

- Tertiary qualifications in relevant discipline (engineering preferred) or equivalent level of operational experience; and
- Current NSW driver's licence.

Knowledge:

- Proven knowledge and understanding of asset management and lifecycle.
- Knowledge of Risk Assessment and application of a Risk Management framework.
- Knowledge of cost benefit analysis.
- Knowledge of project definition and project phases.
- Knowledge of principles for the establishment of project handover requirements.

Experience:

- Demonstrated capability in capital program sponsorship and implementation.
- Experience in establishing and maintaining excellent relationships with stakeholders.

- Proven experience in working within a team environment to achieve corporate and business unit objectives and maximise operational performance.
- Experienced communicator, negotiator, problem solver and networker.
- Demonstrated experience in report writing and use of Microsoft Word and Excel.

Favourable Candidate Requirements

- Proven understanding of the statutory and institutional framework for water resource management, particularly in NSW.
- Practical experience in the management of water supply assets during normal and exceptional operation.
- Knowledge and understanding of bulk supply operations for the supply of water to high profile customers within exact, stringent standards.
- Proven understanding project management principles.
- Proven understanding of Business Case development and Lifecycle costing.
- Proven understanding of Change Management.
- Knowledge of Share-point, CMMs and Power BI.

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical
- Police Check