



Position Description

POSITION TITLE: Engineering Officer	REPORTS TO: Team Leader Projects
Pay Band: Band 4-5	
ORGANISATIONAL CONTEXT	
<p>Lower Murray Water (LMW) 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 an Engineering Officer, you will work as part of the Projects team within the Infrastructure Services of LMW. You will aid the development and execution of LMW's Capital Works programs to ensure efficient and effective delivery for on time project completion. The successful incumbent is required to manage assigned projects and tasks safely to scope, budget and time within the specifications and designed requirements.</p> <p>The Engineering Officer will have an ability problem solve complex operational and design issues to deliver minor capital works projects with a view to develop into delivery of major projects.</p> <p>The Engineering Officer will provide technical support to the Infrastructure Services and Operations teams of Lower Murry Water.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> Assist the Program Managers and Team Leader Projects with project coordination matters Assist the Team Leader in the preparation and monthly review of relevant project budgets Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices Identify areas of improvement of self and the wider projects team and promote a culture of constructive feedback Ensure your projects are delivered safely through active safety leadership 	<ul style="list-style-type: none"> Information and data is received by the relevant stakeholders as required to enable project delivery in accordance to project plan and scope. Reports are provided to the Team Leader Projects in an accurate, timely and professional manner as required. Project groups budgets are reviewed and actively monitored during project delivery as per LMW Finance governance guidelines. Participation in consultation within the Projects team and the wider LMW organisation Projects are delivered safely, active conversations regarding safety management through toolboxes, site safety walk and talks and safety audits Provide required support, advice and coordination during operational performance issues or incidents as required
Customer	<p>Internal:</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:</p> <ul style="list-style-type: none"> Contractors & Consultants Service Authorities Government Agencies 	<ul style="list-style-type: none"> Effective consultation and communication of 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

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Safety	<ul style="list-style-type: none"> • Ensure that projects conducted across LMW are conducted in a safe and compliant manner • Identify, assess and manage emerging and current operational risks through project planning and monitoring • Contribute to the bi-annual Global Safety Index (GSI) survey process • Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination • Take part in workplace safety inspections as relevant to the Projects team, qualifications and experience 	<ul style="list-style-type: none"> • Safety of workplace participants is a top priority in the development and completion of projects and are always conducted in line with LMW safety management system • Improvement actions identified in safety inspections such as hazards or risks are rectified within the recommended timeframes • LMW provides a psychologically safe place to work as demonstrated by an absence of mental health related workers compensation claims • A safe workplace where risk is managed to provide a safe environment to all workplace participants • LMW contractors are managed effectively during project delivery and in accordance with LMW contractor management procedures.
Efficiency	<ul style="list-style-type: none"> • Budget preparation and ongoing achievement and management of project and program budgets • Identify and implement quality improvement, change management and innovation efficiencies in the Infrastructure Services team • Provide engineering support in identifying solutions to operational issues through analysis and collaboration 	<ul style="list-style-type: none"> • Ensuring that user-friendly processes and procedures are developed in consultation with the broader organisation • Preparation and ongoing periodic review of budgets within portfolio of projects and efficient and accurate processing and approval of budget requests • Assist in the analysis of operational trends and work with relevant stakeholders to develop and implement opportunities for improvement • Efficiencies and innovations that improve LMW cost effectiveness are implemented as per organisational requirements



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Capital	<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 • Administer contractor and supplier purchase orders and payments • Support the development and implementation of the Asset Management System to meet agreed service standards and optimise asset performance to meet business objectives 	<ul style="list-style-type: none"> • Project delivery and all resources are managed effectively, and projects are planned and delivered on time and budget in accordance with LMW's Corporate plan, 10 year capital works program and Water Plan. • LMW contractors are managed effectively during project delivery and in accordance with LMW contractor management procedures.



LEVEL OF AUTHORITY
Delegation Category E as per the current Instrument of Delegation.
NUMBER OF REPORTS
Direct Reports: <ul style="list-style-type: none"> • Nil Indirect Reports: <ul style="list-style-type: none"> • Consultants • Contractors
SKILLS AND BACKGROUND REQUIREMENTS
<p>Formal qualifications</p> <ul style="list-style-type: none"> • Formal qualifications (degree or diploma) in Engineering, Project Management or Trade Certificate relevant to the water industry. • Experience in delivering engineering solutions and project delivery <p>Leadership:</p> <ul style="list-style-type: none"> • Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives. <p>Customer:</p> <ul style="list-style-type: none"> • 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 <p>Safety:</p> <ul style="list-style-type: none"> • Demonstrated experience and understanding of a safety-first culture. <p>Efficiency:</p> <ul style="list-style-type: none"> • Data analysis and the ability to problem solve issues and determine practical solutions • 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 outcomes. <p>Capital:</p> <ul style="list-style-type: none"> • Previous experience in preparing reports to demonstrate project progress against plan and scope. <p>Compliance Requirements:</p> <ul style="list-style-type: none"> • Driver's license • Compliance with a criminal background checks where required with a criminal background checks where required • Proof of Vaccination in accordance with Chief Health Officer Directions and LMW's Vaccination Policy



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

Position holder:

Date:

Signature:

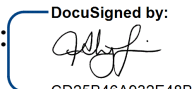
General Manager: David Girdwood

Date: 21 October 2021

Signature: 
DocuSigned by:
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Managing Director: Anthony Couroupis

Date: 21 October 2021

Signature: 
DocuSigned by:
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