

# JOB PROFILE FORM

## 1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Compliance & Access Manager

Team: Network Sites

Division: Asset & Field Service

Group: Asset Services

Reports to (Role Title): Manager, Network Sites

Number of Direct Reports: 0

## 2. WHAT DOES THIS JOB DO?

Job Purpose:

The purpose of this role is to ensure field facilities consistently provide a safe, secure, and compliant working environment by upholding all relevant codes and standards, including those governing workplace amenities and environmental conditions. This includes the provision and ongoing maintenance of essential infrastructure such as workspaces, lighting, ventilation within our network facilities—ensuring they remain functional, clean, and fit for purpose. The role facilitates quarterly Essential Safety Measures checks in accordance with the Building Regulations 2018 and the Building Act of Victoria 1993, ensuring critical safety systems like fire alarms, emergency lighting, and extinguishers operate effectively. It also encompasses access management, including Aus-Check verifications, and the coordination of both planned and reactive maintenance and security services. Oversight of site security arrangements—such as patrols, intruder alarms, and system upkeep—is integral to maintaining a safe and controlled environment for all personnel.

Responsibilities (20 dot points or less):

### General

- Ensure field facilities across Yarra Valley Water's network infrastructure present a safe and compliant working environment through:
- Deliver robust compliance practices across all sites to meet relevant legislative, regulatory, and industry standards.
- Manage and coordinate delivery of maintenance and improvement works through facilities contractors to deliver high-quality, cost-effective outcomes.
- Management of maintenance programs to maintain safety accreditation for Essentials Safety Measures for Treatment Plant facilities.
- Management of electrical test and tag PPM
- Reviewing regulations relevant to Facilities Management and developing and implementing strategies to maintain compliance
- Management of HVAC maintenance & repairs or replacements.

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## Stakeholder

- Coordinate and participation in development of audit scopes and delivery of associated audits including responding to associated findings and/or actions.
- Coordinate emergency management planning in alignment with AS3745, including emergency manuals, evacuation drills, contact lists, command structures, and maintenance of emergency and information boxes.

## Relationships

- Participation in team activities, contribute towards a positive team culture & moments that matter.
- Foster a strong positive working relationship with key stakeholders.
- Support team members and Incident Controllers to manage incidents associated with field facilities.

## Finance & Reporting

- Ensure cost integrity of invoices from delivery partners and manage relevant approvals.
- Monitor and manage annual budgets associated with Maintenance and Facility upgrade contracts.
- Undertake period reviews to ensure the quality of service and good being received from 3r party supplier and delivery partners is in line with contractual obligations.
- Support the team with the setting of annual budgets.
- Undertake annual performance reviews with the support of commercial specialist within Asset Services business unit to ensure service levels are met & procurement guidelines followed.
- Deliver monthly performance reporting on contract performance, compliance and financial targets.

## Functional

- Management of Site Security arrangements, including:
- Manage and maintain Yarra Valley Waters lock and key register (Omega purchases and system updates) Coordinate and oversee facility access requests and approvals, ensuring all permissions are granted in accordance with business security and safety protocols—including swipe card access, physical keys, and system administration via Gallagher and ServiceNOW (SoCI compliance).
- Undertake AusCheck verification of internal and external stakeholders, ensuring YVW meet SoCI obligations for site access
- Develop and maintain comprehensive site management plans and records covering facilities operations, safety protocols, OHS signage, traffic management, essential safety measures, and staff well-being including health monitoring and training requirements.

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## 3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

### 3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience
Stakeholder Management	Intermediate	Min. 2
Maintenance Management	Intermediate	Min. 2
Written & Verbal Communication	Intermediate	Min. 2
Compliance Systems & Management	Intermediate	Min. 2
Occupational Health & Safety	Intermediate	Min. 2
Security/Access Systems & Management	Intermediate	Min. 2

### 3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
<b>Qualifications / Certificates</b>				
Drivers License	Mandatory			

### 3B. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

<b>Personal Attributes</b> <i>i.e., such as resilience, emotional intelligence</i>	<ul style="list-style-type: none"> <li>• <b>Highly Organised</b> – Able to manage multiple tasks, systems, and stakeholders efficiently.</li> <li>• <b>Strong Attention to Detail</b> – Ensures accuracy and thoroughness in compliance documentation and system access controls.</li> <li>• <b>Analytical Reading Skills</b> – Capable of interpreting technical reports, compliance documentation, and regulatory guidelines.</li> <li>• <b>Effective Prioritisation</b> – Balances competing demands and deadlines in a dynamic operational environment.</li> <li>• <b>Adaptability</b> – Responds flexibly to changing priorities and emerging risks.</li> <li>• <b>Excellent Interpersonal Skills</b> – Builds strong working relationships across diverse teams and manages sensitive interactions with professionalism.</li> <li>• <b>Governance-Oriented</b> – Willing and able to follow established protocols, regulations, and governance frameworks related to compliance and access.</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Regulatory Awareness</b> – Familiar with, or willing to learn, relevant codes, standards, and regulatory requirements applicable to water industry operations and security.</li> <li>• <b>Digital Literacy</b> – Proficient in general PC use; experience with systems such as <b>Maximo</b> and <b>Nimblex</b> is highly desirable.</li> </ul>
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## 3D. WHAT ARE THE KEY PHYSICAL, PSYCHOLOGICAL OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

<p>Key requirements</p> <p><i>i.e. required to lift heavy boxes, repetitive work, dealing with irate customers</i></p> <p><i>Note: some field-based roles will need to complete additional requirements for the role</i></p>	<p>Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g. treatment plants) to build a strong understanding of the YVW “business” and to develop effective relationships with stakeholders.</p> <p>This role may require out-of-business hours responses due to the nature of the role and the operational requirements.</p>
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## 5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will store career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, consider what jobs within the organisation precede and proceed this from a career pathways perspective. Feel free to enter more than one job.

<b>Role before</b> (Name, Team, Division)	Operations or Operations Support roles. Any role within the Network Sites team.
<b>Role after</b> (Name, Team, Division)	Manager, Network Sites. Asset Field Service, Asset Services.