

# JOB PROFILE FORM



## 1. JOB DETAILS

WAP (Admin ONLY):

Title: Authority Works Project Officer

Team / Division / Group: Authority Works / Asset Delivery

Reports to (Name / Title): Suniti Ruparelia Manager Authority Works

## 2. WHAT DOES THIS JOB DO?

Job Purpose:

The Project Officer – Authority Works is responsible for representing Yarra Valley Water (YVW) in projects initiated by external authorities (e.g., road, rail, utility agencies) that may impact YVW's infrastructure and operations. The role ensures that YVW's assets and customer interests are protected, and that works are carried out in line with operational requirements, regulations, and community expectations.

Responsibilities (20 dot points or less):

### Engagement and Negotiation with External Authorities

- Lead negotiations with Authorities to establish formal agreements that outline shared objectives, deliverables, and boundaries.
- Ensure proposed works by Authorities align with YVW's technical, operational, and regulatory standards.
- Advocate for asset relocations or replacements that meet operational needs and minimise service disruption.
- Safeguard YVW's assets, networks, and customers from project-related risks.
- Promote community-focused solutions that deliver broad benefits at minimal community cost.
- Ensure compliance with YVW's Customer Charter during project delivery.

### 2. Relationship Management

- Build and maintain strong working relationships with Authority personnel, including operational teams and senior managers.
- Promote the YVW brand and values through professional and effective engagement.
- Support positive project outcomes through collaborative planning and communication.

### 3. Internal Stakeholder Coordination

- Engage with internal teams and senior management to coordinate YVW's input into Authority Works proposals.
- Mobilise internal expertise to identify optimal service solutions and enhance value delivery.
- Communicate project status updates to relevant divisions and teams.
- Identify opportunities for enhanced outcomes through strategic collaboration with Authorities.

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## 4. Technical Assessment and Review

- Coordinate technical assessments of Authority Works proposals, including impacted asset registers.
- Facilitate internal and external technical reviews and consolidate feedback.
- Provide expert advice on design, construction, commissioning, and integration of works impacting YVW assets.
- Evaluate and recommend appropriate delivery methods for works affecting YVW infrastructure.
- Review scope changes during construction to assess impacts on asset operability and community service levels.
- Monitor construction against approved design specifications.
- Ensure timely rectification of any asset defects or issues prior to commissioning.
- Oversee full integration of new or relocated assets into YVW's systems and networks.

## 5. Project and Process Coordination

- Manage the end-to-end workflow of Authority Works projects in line with YVW's Asset Management Framework.
- Maintain and update agreement templates to ensure alignment with YVW requirements, particularly regarding asset protection.
- Oversee project-related finances, including internal cost tracking and external billing.
- Ensure accurate and timely invoicing to Authorities.
- Maintain up-to-date documentation and administration of project processes.

## 6. Continuous Improvement

- Participate in project review meetings and document lessons learned.
- Update workflows, processes, and standards based on review outcomes to improve future project performance.
- Champion a culture of learning and improvement across all Authority Works activities.

## 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 (optional)	ADMIN ONLY Attribute Type
Extensive knowledge, experience and demonstrated competency in Quality Assurance principles, standards and applied practices.	Intermediate		
Extensive knowledge, experience and demonstrated competency in commissioning water, recycled water, sewerage and sewerage treatment plants	Basic		
Extensive knowledge, experience and demonstrated competency in	Basic		

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managing, maintaining and operating a water, recycled water, sewerage networks or sewage treatment plant.			
Extensive knowledge, experience and demonstrated competency in providing innovative engineering solutions to water, recycled water, sewerage or treatment plant integration problems.	Intermediate/Basic		
High level of verbal, written, negotiation and numeric reasoning skills.	Advanced/ Intermediate		
Demonstrated achievement in the use and adaptation of IT systems to improve efficiency of program and asset management.	Intermediate		
General knowledge of Construction Contracts, including contractual obligations, performance standards, and technical and safety requirements.	Intermediate/Basic		
Knowledge, experience and demonstrated competency in data collection methods and analysis.	Intermediate/Basic		
Excellent working knowledge of the companies' Asset Management Framework (AMF), including the core supporting IT systems: Asset Infrastructure Management Systems (Maximo), Supervisory and Control and Data Acquisition (SCADA) Systems, drawing management system (DocVu) and the GIS	Intermediate/Basic		
Ability to establish, maintain and develop strong working relationships with customers and stakeholders	Intermediate		

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

Personal Attributes	<ul style="list-style-type: none"> <li>Relationship focused with highly developed interpersonal skills</li> <li>Strong attention to detail</li> <li>Delivery and outcome focused</li> <li>Advanced analytical and critical thinking skills</li> <li>Constructive and positive approach</li> <li>Adaptable and flexible</li> <li>Collaborative team player</li> <li>Customer impact and outcome focused</li> </ul>
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## 3C. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

<p>Key requirements</p> <p><i>i.e. required to lift heavy boxes</i></p> <p><i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</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 or other external sites) to build a strong understanding of the YVW "business" and to develop effective relationships.</p>
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## 4. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (eg. certificate, ticket, observation, on-the-job etc...)	Renewal Required (Y/N/Unsure)	Renewal Frequency (eg. Never, 1 year, 5 years etc...)
<b>Qualifications / Certificates</b>				
A tertiary qualification in Engineering, Architecture or a related discipline	Mandatory	Bachelor degree or Certificate	N	N/A
<b>Licenses/Tickets</b>				
OHS Induction Card (Red card)	Desirable			
<b>Training</b>				
Drinking Water Quality Principles	Desirable			
<b>Other</b> (incl. on-the-job, secondments, etc.)				
Water, Recycled Water, Sewer and TP operations		On the job		
WSAA and YVW water, recycled water and sewerage design principles		On the job		

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## 5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

<b>Role before</b> (Name, Team, Division)	It is a very strong preference that any member of this team has previous recent experience in operational, planning or construction roles. Commercial and business relationship roles is also desirable.
<b>Role after</b> (Name, Team, Division)	Asset Delivery, both Planning divisions, Operations teams, Commercial Services