

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Vacation Intern

Team: Determined during recruitment process with consideration of preferences of candidates

Group: Asset Services Group

Reports to (Role Title): Manager

Number of Direct Reports: 0

Budget Mgt Accountability (Opex & Capex Amounts): 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

To provide support to deliver safe, responsive and reliable water and sanitation services to our customers and community while minimizing and mitigating impacts to the environment.

Responsibilities (20 dot points or less):

- Communicate professionally and build positive relationships with internal and external stakeholders.
- Demonstrate commitment to learning by actively participating in the Vacation Program from November to February.
- Attend and actively participate in relevant business meetings, events, and compliance training.
- Contribute to continuous improvement by identifying opportunities to enhance processes and ways of working.
- Plan, prioritise, and manage own work to meet agreed timeframes and deadlines.
- Follow established business policies, procedures, and workflows.
- Treat others with respect, openness, and a willingness to understand different perspectives.
- Take ownership of responsibilities by honouring commitments and being accountable for work.
- Maintain a safe workplace by taking responsibility for own health, safety, and wellbeing, and that of others.
- Adapt to changing circumstances, follow reasonable management directions, and remain flexible in approach.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

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

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Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience
Data analysis experience	Intermediate	
Clear written and verbal communication skills	Intermediate	
Demonstrates attention to detail and curiosity	Intermediate	

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

PEEPS will capture training or certifications that a person requires to undertake their job activities. When completing this section, do not only consider performance effectiveness, but also consider auditing and safety compliance requirements. When a person is associated with a job, but does not have the required skills, the manager and person will be notified.

Qualifications / Certificates	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....)
Completing current undergraduate qualification in Engineering, Science, Environment, Strategy, Innovation/Entrepreneurship, Machine Learning or Artificial Intelligence (or applicable stream)		Tertiary undergraduate degree being completed.		

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

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	• Takes personal initiative • Works effectively in teams • Ability to relate and communicate with empathy • An inquisitive nature, with a focus on continuous improvement • Adaptable and embraces change • Accepts feedback positively
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3D. WHAT ARE THE KEY PHYSICAL, PSYCHOLOGICAL OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements <i>i.e. required to lift heavy boxes, repetitive work, dealing with irate customers</i> <i>Note: some field-based roles will need to complete additional requirements for the role</i>	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.
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5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold 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.

Role before (Name, Team, Division)	
Role after (Name, Team, Division)	

6. CHECKPOINT

Is this a <i>Critical Worker</i> role requiring an AusCheck	☒ No ☐ Yes
Does this role require	☐ Police check ☐ Working with children ☐ Victorian Drivers License
Comments	