

Position Description

Asset Management Digitisation Program Manager			
Division	Asset Management Services	Department	Asset Lifecycle Management
Classification	Contract	Location	Open
Reports To	Department Manage – Asset Lifecycle Management		
Roles Reporting to Position			
Direct Reports	No. of Employees n/a	Position Titles	n/a
Indirect Reports	No. of Employees n/a	Position Titles	n/a
Primary Objective			
<p>The Program Manager is responsible for the delivery of a program of works associated with the digitisation of asset management, including the establishment of a digital town. The digital town concept will provide TasWater a mechanism to trial new and innovative technology in a controlled environment. It will bring technology and systems together to better serve our customers and provide significant business benefits.</p>			
Key Accountabilities			
Key Result Area		Major Activities	
Asset Management Digitisation	<p>The program manager will collaborate with internal and external stakeholders to deliver a step change in digital asset management practices, including the Digital Town concept that will include the following high-level activities as a minimum:</p> <ul style="list-style-type: none"> Establish and maintain program governance – chair the digital town steering working group to ensure appropriate governance is applied to the development and implementation of the digital town program. Determine the physical location – this location could include infrastructure that is representative of TasWater’s systems, allows a wide range of technologies to be considered to solve a broad set of pre-defined business problems and/or a particular system with known issues we want to solve. Recommend technology solutions – consideration of a wide range of technologies to enable maximum benefits realisation for the business. This could include augmented reality, data driven intelligence, machine learning and models, mobile applications, open data platforms, robotics, smart sensors, and meters. Deploy the technology – develop scopes of work (SOW) and coordinate TasWater’s Project Deliver Group (PDG), Digital and Technology (D&T), Service Delivery (SD) and Asset Management Services (AMS) teams to ensure effective implementation and integration of the technology. Realise, document and report on benefits – these can be within each digital value chain including abstraction and treatment, source and ecosystems, wastewater collection, water reuse and agriculture and wastewater treatment. 		

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	<p>The Program Manager will ensure that the program of works is undertaken so that it meets the requirements of the business, done in a timely and safe fashion and within the agreed budget. This includes ensuring that:</p> <ul style="list-style-type: none"> • Internal and external resources are appropriate and individual responsibilities are assigned. • Work plans are appropriate to meet changing needs and requirements. • Business and regulatory standards are adhered to. • Exposure to risk is minimised and mitigated where required. • Project documentation is finalised and stored appropriately.
Stakeholder Management	<ul style="list-style-type: none"> • Identify all key stakeholders and develop an appropriate communications plan. • Foster a positive and effective relationship with internal and external stakeholders. • Receive guidance from internal communications and other relevant internal groups with respect to timing, form, and content of communication with external parties.
Project Management	<ul style="list-style-type: none"> • Manage the entire project life cycle to meet project objectives, from assistance with preparation of business case through project start, design, procurement, manufacturing, erection and installation on site, commissioning, acceptance testing, handover, and defects liability period. • Ensure projects are delivered to scope, budget, within schedule, to the required quality, within health and safety and risk requirements, within State, Federal and local government requirements, and compliant with TasWater’s policies, processes, and procedures. • Administer contracts in the role of Principals representative. • Apply best practice governance in the management of financial and commercial aspects of projects. • Ensure appropriate change and quality control throughout the project. • Maintain appropriate project records and reporting according to TasWater requirements. • Actively contribute to the maintenance of a professional, productive, and outcome-oriented culture. • Efficient expenditure of the budget.
Work Health and Safety	<ul style="list-style-type: none"> • Always promote safety and safety policies; report non-compliances and work with Contractors to improve safety performance. • Identify and report safety incidents and hazards and suggest mitigation strategies. • Assist management to conduct investigations of incidents in accordance with corporate guidelines and support from Safety Officers • Responsible for own safety and the safety of others • Accountable for ensuring the safety of the community, our workforce and our contractors is not compromised • Promote Zero Harm and adhere to safety policies and procedures at all times.
Challenges	
<ul style="list-style-type: none"> • Managing stakeholder expectations across various TasWater divisions with conflicting priorities and resource requirements. • Delivering projects on time, within cost and scope and to the required level of quality. 	

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- Managing and coordinating the multiple projects with work program.

Key Relationships

Internal	<ul style="list-style-type: none"> • Engage regularly with stakeholder across all divisions regarding the work program. • Coordinate the work program with site managers from Service Delivery and other Departments from TasWater as required. • Coordinate with Community Engagement as required • Liaise with the Safety team on contract safety management. • Liaise when required with Procurement and Facilities to support the tender selection process where required.
External	<ul style="list-style-type: none"> • Consult with core vendors/suppliers, contractors and other service providers when required to assist in identifying and selecting suitable businesses for the successful provision of services which meet TasWater’s requirements, while developing and maintaining professional commercial relationships. • Promote digital asset management by engage regularly with the community and customers, as required, to foster community understanding for projects and programs to support planning processes and reinforce TasWater’s vision. • Consult with State and local government bodies (including planning authorities), as required, to identify and engage with relevant government and planning stakeholders to ensure appropriate planning processes are followed.

Decision Making Authority

Independent	<ul style="list-style-type: none"> • To deliver an agreed work program and operate with a high degree of autonomy and independence within agreed scopes, budgets and timeframes • Engagement with stakeholders across the TasWater and externally • Delegations in line with Delegations Manual • Ability to stop works where unsafe or hazardous situations exist or may exist
With Input	<ul style="list-style-type: none"> • Material changes to the program of works

Knowledge, Skills & Experience

Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor of Engineering in appropriate discipline • Demonstrated extensive experience in strategy development in the water or other service utility industries • Demonstrated extensive experience in stakeholder management in the water or other service utility industries • Demonstrated extensive experience with digital assets, preferably in the water or other service utility industries • Knowledge of program and project management principles and demonstrated experience overseeing works programs and projects in infrastructure businesses • Demonstrated experience with and understanding of contract management principles and framework. • Good interpersonal skills and the ability to work collaboratively. • Current ‘C Class’ driver’s licence. <p>Desirable</p> <ul style="list-style-type: none"> • Relevant advanced diploma, or equivalent, in project management.
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	<ul style="list-style-type: none"> • Extensive experience in the management of asset construction and replacement contracts • Membership of relevant professional association 			
	<p>Physical Requirements of the Role</p> <ul style="list-style-type: none"> • The position may require incumbents to work under tight deadlines, drive for long distances, use computers and associated technology, and work in indoor environments. 			
Vision				
The vision of TasWater is <i>'to be a trusted and respected provider of essential services that is making a positive difference to Tasmania'</i> . TasWater's vision is about building trust and respect with our colleagues and customers so that we work together to build better services for Tasmania				
Values & Behaviours				
TasWater employees are expected to live our values and behaviours, making these the foundations of the way we work each and every day to ensure we achieve our vision				
Honest and straight forward	Getting it right	Long term thinking	Working together	Taking ownership

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