

**Position Description**

<b>POSITION TITLE:</b> Planning Engineer – Capital Works	<b>REPORTS TO:</b> Team Leader - Strategic Planning
<b>Pay Band:</b> Band 5	
<b>ORGANISATIONAL CONTEXT</b>	
<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>	
<b>PRIMARY OBJECTIVES</b>	
<p>As a Planning Engineer – Capital Works, you will work as part of the Infrastructure Planning team within the Infrastructure Services Section of LMW.</p> <p>You will lead the capital works planning activities including:</p> <ul style="list-style-type: none"> <li>• Development and management of the 10 year capital works plan</li> <li>• Capital works project identification, assessment and prioritisation, including the development of capital works justification documentation and development of capital works budgets</li> <li>• Planning and prioritisation of new capital works as identified.</li> </ul> <p>The role will have strong links with the operational and project delivery business groups and will work hand-in-hand to design infrastructure outcomes that are safe and efficient and that meet the service needs of our customers.</p> <p>This role will assist the Team Leader Strategic Planning in providing direction and guidance on best asset selection and planning options and will contribute to wider organisational Capital Works strategy and budget estimations. This role will also ensure that LMW maintains strong linkages with the broader water industry and help with adoption of best practices in asset management planning.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Assist Team Leader and other staff with asset planning for water, sewer and irrigation services with emphasis on identifying, prioritising and addressing risks through asset renewals, upgrades, and decommissioning.</li> <li>• Manage the identification and planning of future capital works through via existing strategies and master plans.</li> <li>• Work collaboratively with the operations and project delivery teams in asset selection, and acquisition functions to develop a detailed capital works program.</li> <li>• Assist Team Leader and other staff with infrastructure planning activities.</li> <li>• Develop industry knowledge and learn to apply technical skills in practical applications.</li> <li>• Identify areas of improvement of self and the team and promote a culture of constructive feedback.</li> <li>• Ensure your projects/tasks are delivered safely through active safety leadership.</li> <li>• Understand the local Council planning and development strategies, contribute to LMW input to these strategies and development of LMW planning documents.</li> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date strategies that reflect the demands of the region and that inform service outcome requirements, budget estimates and scope of work for Water Plan 6 and beyond.</li> <li>• Ensure master plans are fit for purpose and incorporate latest forecasts for growth and detail future investment profiles, considering technical advancements.</li> <li>• Future works programs have clearly defined outcomes and scopes and robust cost estimates.</li> <li>• Technical input into Business development opportunities and coordination of timely responses.</li> <li>• Completion of assigned tasks/projects in efficient and timely manner.</li> <li>• Developed skills to apply theoretical knowledge in practice appropriately.</li> <li>• Tasks/projects are delivered in accordance with the relevant industry standards/guidelines and LMW's policies and procedures.</li> <li>• Promoting a safety culture by working in a safe manner in accordance with the safety procedures and taking action and reporting if any hazards are identified.</li> <li>• Active participation with the Team Leader Strategic Planning in your development in accordance with LMW's Leadership and Talent Management Framework.</li> </ul>

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<b>Customer</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Manager Infrastructure Planning</li> <li>• Team Leader Strategic Planning</li> <li>• Strategic Asset Planner</li> <li>• Team Leader GIS</li> <li>• Infrastructure Planning Team</li> <li>• Projects and Operation Teams</li> <li>• Finance and People Teams</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Contractors &amp; Consultants</li> <li>• Service Authorities</li> <li>• Government Departments and Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Effective consultation and communication to ensure that the operational needs are captured in the development of strategies and concept designs.</li> <li>• Assist and support customers with knowledge around the LMW asset base and design requirements to meet service outcomes.</li> <li>• Ensuring a consistent experience for all stakeholders which will be demonstrated by feedback received.</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Ensure that tasks are performed in a safe and compliant manner.</li> <li>• Undertake necessary safety trainings.</li> <li>• Identify, assess and manage emerging and current operational risks through planning, consultation and monitoring.</li> <li>• Participate in organisational surveys to measure the Safety culture and employee engagement levels of the organisation</li> <li>• Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination.</li> <li>• Take part in workplace safety inspections where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety of workplace participants is a top priority in delivering tasks/projects and are always conducted in line with LMW safety management system.</li> <li>• Taking action to rectify any hazards or risks identified in safety inspections within the recommended timeframes.</li> <li>• LMW provides a psychologically safe place to work as demonstrated by an absence of mental health related workers compensation claims.</li> <li>• A safe workplace where risk is managed to provide a safe environment to all workplace participants.</li> <li>• LMW contractors/consultants are managed effectively during project delivery and in accordance with LMW contractor management procedures.</li> <li>• Improvement in Employee engagement and safety culture survey results is achieved through the effective implementation of recommended actions.</li> </ul>

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<b>Environment</b>	<ul style="list-style-type: none"> <li>• Contribute to LMW providing an environmentally friendly workplace.</li> <li>• Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the EPA Act 2017 by integrating risk management into normal business practice.</li> <li>• Compliance with EPA Act 2017, LMW policies and procedures as required to support best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizing the risk of harm to human health or the environment from pollution or waste by minimising those risk, so far as reasonably practicable / resources and delegation.</li> <li>• Use and maintenance of plant, equipment, processes and systems in a manner that minimises risks from pollution and waste.</li> <li>• Use and maintenance of risk management systems.</li> <li>• The handling, storage and transportation of substances in a manner that minimises risk.</li> <li>• Completion of training and transfer of knowledge relevant to upholding the General Environmental Duty.</li> </ul>
<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• Manage tasks/projects efficiently and effectively.</li> <li>• Identify and assist in implementation of improvements, change management and innovation within the Infrastructure Planning team and wider Infrastructure Services section.</li> <li>• Provide engineering support in identifying solutions to operational issues through analysis and collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring that user-friendly processes and procedures are developed in consultation with the broader organisation.</li> <li>• Policies and procedures align with government and council regulations, including planning and zoning obligations.</li> <li>• All key project and contract correspondence / documentation is captured in LMW records management system.</li> <li>• Contributions made to the establishment and maintenance of procedures in relation to design and drafting processes to enhance efficiency, quality and where applicable compliance with legislated standards.</li> <li>• Accurate and regular reporting provided to stakeholders on contract values, expenditure, variations, dates and commitments.</li> <li>• Monthly progress milestone reports on project delivery prepared in accordance with project management plans.</li> <li>• Lessons learnt are documented for completed projects and feedback/debriefs are provided.</li> <li>• Efficiencies and innovations that improve LMW cost effectiveness are implemented as per organisational requirements.</li> </ul>

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Capital	<ul style="list-style-type: none"> <li>• Lead the capital works project identification, assessment and prioritisation along with the planning and prioritisation of new capital works as identified.</li> <li>• Lead the development and management of the 10 year capital works plan.</li> <li>• Lead the development of capital expenditure projects and programs including asset renewal and replacement programs.</li> <li>• Ensure that appropriate design life is considered for capital outcomes, and that these designs are robust and include cost estimates that comply with ESC pricing submission requirements.</li> <li>• Provide design and planning support for the development of Water, Sewerage, Irrigation and Drainage Strategies which underpin the preparation of Master Plans.</li> <li>• Provide capital planning oversight to the minor capital works programs.</li> <li>• Support LMW's response to external business development opportunities through provision of design information and specifications.</li> <li>• Assist with development and review of technical specifications and standards to support maintenance and construction activities.</li> </ul>	<ul style="list-style-type: none"> <li>• 10-year Capital Works program is implemented and maintained for its design intent and service capability.</li> <li>• Providing assistance to develop or review strategies and master plans within the required timelines.</li> <li>• Developing concept design for projects including cost estimates and preparation of project brief statements or business cases as required.</li> <li>• Providing technical advice for responding to land development or other development proposals.</li> <li>• Undertaking analysis of operational data and work with relevant stakeholders to identify opportunities to reduce or offset energy.</li> <li>• Providing assistance to operational and project delivery business groups on the development and implementation of minor capital works projects.</li> <li>• Providing assistance to develop or review assigned standards within the agreed timeframes.</li> </ul>

LEVEL OF AUTHORITY
Delegation Category F as per the current Instrument of Delegation.
NUMBER OF REPORTS
<p><b>Direct Reports:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>Indirect Reports:</b></p> <ul style="list-style-type: none"> <li>• Consultants</li> </ul>
SKILLS AND BACKGROUND REQUIREMENTS
<p><b>Formal qualifications:</b></p> <ul style="list-style-type: none"> <li>• A degree (or equivalent tertiary education) in Civil or Mechanical Engineering or similar formal technical qualification.</li> <li>• Strategic asset planning and/or design experience.</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Substantial experience and detailed practical knowledge within a customer focused environment.</li> <li>• Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.</li> <li>• Experience in applying high level technical knowledge and technical judgement.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver customer focused outcomes in a service environment such as a utility organisation.</li> <li>• Ability to manage stakeholders and build positive relationships with internal and external providers.</li> <li>• Open communication style and the ability to create trust and confidence with internal and external customers.</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in active leadership in a safety-first culture.</li> <li>• Understanding of OH&amp;S regulations, policies and procedures.</li> </ul> <p><b>Environment:</b></p> <ul style="list-style-type: none"> <li>• An understanding of working with environmental management systems in a service based utility.</li> </ul>

**Efficiency:**

- Data analysis and the ability to solve problems and determine practical solutions.
- Ability to use Microsoft Project or other relevant software to plan and monitor the delivery of projects/tasks against time, quality and budget.
- Ability to learn and utilise appropriate procurement methodologies as a way to most effectively deliver customer outcomes.

**Capital:**

- Experience negotiating positive outcomes with competing interests across a complex service-led organisation.
- Demonstrated background in the collaborative development of strategic infrastructure master plans to deliver appropriate outcomes.
- Previous experience in scoping and delivering accurate and timely lifecycle cost estimates of assets as part of strategic master planning.
- Understanding of engineering principles, resulting in innovative infrastructure solutions.
- Demonstrated experience in hydraulic modelling of water and/or sewerage is desirable.

**Compliance Requirements:**

- Driver's license.
- Construction Induction card.
- Compliance with criminal background checks.
- Confirmation of fitness for work.

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

Position holder:

Date:

Signature:

General Manager: Stuart Mensch

Date: 24/12/2024

Signature:   
Stuart Mensch (Dec 24, 2024 08:50 GMT+11)

Acting Managing Director: Darren Raeck

Date: 24/12/2024

Signature: 