

Job Title:	Asset Program Advisor
Location:	WSAA offices, Level 8, Suite 8.02, 401 Docklands Drive Docklands, VIC Flexible, hybrid working model.
Salary:	Competitive salary
Responsible to:	Asset Management Program Coordinator

We welcome candidates from all backgrounds and value diversity and inclusion in our workplace. We encourage all applicants, including Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ and culturally diverse communities to join WSAA.

About WSAA

The Water Services Association of Australia (WSAA) is the peak industry body representing the urban water industry. Our members provide water and sewerage services to over 24 million customers in Australia and New Zealand and many of Australia's largest industrial and commercial enterprises. WSAA facilitates collaboration, knowledge sharing, networking and cooperation within the urban water industry. We are proud of the collegiate attitude of our members which has led to industry-wide approaches to national water issues. www.wsaa.asn.au

THE POSITION

- **Drive industry improvement through the coordination of civil, mechanical and wastewater networks, communities of practice and related programs for our members**
- **Work with members to identify and agree projects and coordinate their delivery**
- **Proactively communicate with members through online portal and newsletters.**

Purpose

Responsible for coordination of the civil, mechanical and wastewater networks, communities of practice and related programs for the WSAA members. This includes working with the members to establish a clear direction for each network and community of practice, ensuring members are actively engaged and contributing to meetings and contributing to key internal WSAA initiatives. Proactively driving improved communication with the members in all areas of responsibility.

Part of the role includes coordinating projects including scoping, establishing and managing delivery on behalf of the members. This role also includes coordination of a project steering committee and project inputs. Ensuring all outputs are delivered to a standard consistent with member requirements.

Performance areas/key actions

- Driving industry improvement, through coordinating, guiding and facilitating WSAA Networks, Communities of Practice and Working Groups and Australian Standards relevant to asset management, particularly focusing on the areas of civil, mechanical, electrical, SCADA, metering and treatment.
- Coordinate webinars, in-person and hybrid meetings as needed to support the members and share relevant information. This includes posting information to a web portal on a routine basis, polling to determine meeting dates and using systems such as Eventgate to support meeting bookings.
- Work with members to identify and agree projects. Coordinate the delivery of these projects by forming a steering committee; establishing a clear scope; where necessary engaging an external consultant to undertake the work; ensuring contract sign off by participants and consultants; managing projects through to

successful completion; and coordinating the members to ensure the quality of project deliverables.

- Maintain a library of knowledge and communicate initiatives from each group that you coordinate using a variety of media: within WSAA; to the members; and where necessary outside of WSAA.
- Write meeting agenda's and minutes. Provide summary reports of meetings and project outcomes. Review reports and at times write the first draft of a report.
- Provide input to position papers for the WSAA Board and Board Committees for areas that you coordinate.
- Coordinate project budgets with manager approval and within Delegation of Authority.
- Co-ordinate the WSAA Asset Management newsletter, which is produced quarterly.
- Provide regular updates to the Asset Manager Program Coordinator and input into the overall WSAA asset management program as required.
- Assist the WSAA team in raising the profile of WSAA and the urban water industry generally.
- In conjunction with other WSAA staff, contribute to the development and delivery of WSAA initiatives including enhancements to the WSAA portal, improving communications, sharing of information regarding key initiatives and assisting with other priorities as required.

Minimum Education

- Tertiary qualifications or equivalent in science or engineering.

Skills and Competencies

- Demonstrated ability to engage with people, understand their needs and requirements and deliver outcomes that meet those requirements
- Demonstrated ability to achieve outcomes in a timely manner through influencing others without direct authority
- Experience in managing and delivering projects
- Strong, presentation, verbal and written communication skills
- Sound knowledge of Microsoft Office and online meeting platforms

Key Attributes

The Asset Program Advisor will be required to demonstrate the following key attributes:

- Self-motivation and ability to work independently
- Flexible in their approach to the business with the ability to manage conflicting priorities
- Strong attention to detail
- Efficient and highly organised
- Professional, personable and comfortable engaging with people at many levels, from technical experts through to managers

Desirable: Experience working within a water utility as an engineer, scientist or equivalent.

TERMS OF APPOINTMENT

Full-time contract, pending the completion of a successful 6-month probationary period. Some travel in Australia may be required.

QUESTIONS AND HOW TO APPLY

Please send your CV with a covering letter detailing your experience relating to the above duties and responsibilities to James Goode, james.goode@wsaa.asn.au.

Applications close 5.00pm Friday 16 June 2023. Only successful candidates will be contacted.