

Northern Victoria Irrigation Renewal Project



POSITION DESCRIPTION

Position: Project Manager Connections Program
Reports to: Deputy Executive Manager Capital Works
Location: Shepparton
Duration: Up to June 2013
Salary: Grade 6

Primary Purpose of the Position

This position will provide project management, contract administration and engineering support and report to the Deputy Executive Manager, Capital Works.

Organisational Context

The state-owned entity Northern Victoria Irrigation Renewal Project (NVIRP) is a key component of the Victorian Government's strategy to ensure water supplies across the state – *Our Water Our Future*. NVIRP is responsible for planning, designing and delivering Australia's largest irrigation renewal project upgrading the irrigation infrastructure in the Goulburn Murray Irrigation District (GMID).

The project will be delivered in two stages. Stage 1 works will deliver 225 GL of long-term average annual water savings, which will be shared between irrigators, the environment and Melbourne water users. Eighty per cent of these savings will remain in the GMID. Stage 1 will be funded by the Victorian Government (\$600M), Melbourne Water (\$300M) and Goulburn-Murray Water (\$100M).

Stage 2 works will deliver 200 GL of long-term average annual savings. These savings will be split equally between irrigators and the environment, including Lake Eildon, the Murray and Snowy Rivers. The Commonwealth Government has agreed to fund this stage of the project, allocating an amount of up to \$1 billion. This is currently being considered through a due diligence process.

The project will improve water efficiency with new state of the art technology and reduce losses from leakage, seepage, evaporation and other inefficiencies associated with ageing infrastructure. NVIRP will result in the development of a world class irrigation system and enhance environmental flows and urban water supplies.

Key Stakeholders

Internal Relationships

NVIRP Board
 Chief Executive Officer
 Executive Management Team
 All other NVIRP Staff
 Transfield Services Australia (Managing Contractor)

External Relationships

Landowners
 Goulburn-Murray Water's NVIRP Technical Support Unit
 Various Goulburn-Murray Water Managers
 Various Federal, State and Local Government Departments

Key Accountabilities

KRA	Tasks	Timing/Measure
Managing and reporting on the execution of the works program	<ul style="list-style-type: none"> Leading the Integrated Connections Team to ensure works are performed in accordance with the OH&S and quality systems, and within the associated budgets., Responsible for reviewing the Projects Schedule and Budget of the portion of the program responsible for. 	<ul style="list-style-type: none"> Connections Team resourced and working as one combined team Connections budget and schedule reviewed and management informed within two days of the completion of the end of the month.
Maintaining an effective working relationship between NVIRP, the NVIRP's Contractors, Rubicon and Goulburn-Murray Water.	<ul style="list-style-type: none"> Developing and maintaining an effective working relationship between NVIRP, the NVIRP's Contractors, Rubicon and Goulburn-Murray Water. 	<ul style="list-style-type: none"> Ensure all parties behave and execute their respective roles within the project without disrupting the delivery of the project, nor the relationships of other parties.
Managing the programs design, including the interface between NVIRP, NVIRP's Contractors and Goulburn-Murray Water	<ul style="list-style-type: none"> Managing the programs design, including the interface between NVIRP, NVIRP's Contractors and Goulburn-Murray Water 	<ul style="list-style-type: none"> Designs delivered in time for their approval by G-MW and the delivery of the program
Manage the preparation and administration of Contract Documentation for the procurement of materials and services	<ul style="list-style-type: none"> Ensuring preparation of appropriate documentation to produce goods and services required for the delivery of the Connections Program. 	<ul style="list-style-type: none"> All procurement completed such that program delivered in time and within budget.

KRA	Tasks	Timing/Measure
Review completed works and work practices and processes	<ul style="list-style-type: none"> Report and advise on changes to maximise future savings, to streamline procedures, and to ensure optimum outcomes achieved 	<ul style="list-style-type: none"> Improvements identified and implemented in time to maximise the optimum outcome.
Project Records Management	<ul style="list-style-type: none"> Identification and management of all Project records 	<ul style="list-style-type: none"> All records are stored in accordance with Capital Works Records Management Guidelines

Selection Criteria

Specialist Skills and Knowledge

Well developed knowledge and technical skills in irrigation systems, water measurement, hydraulics and infrastructure.

Knowledge and Skills

Managing Relationships:

Building and maintaining positive, productive and mutually beneficial working relationships, specifically with the G-MW NVIRP Technical Support Unit.

Communication:

Effectively influencing others to adopt recommendations. Clearly, confidently and consistently conveying or presenting information and ideas to engage and influence individuals or groups of people.

Analytical Problem Solving:

Identifying, analysing and understanding issues and problems; comparing information from different sources; suggesting action and providing advice upon which effective decisions can be based.

Planning and Organising:

Identifying and prioritising tasks; planning ahead and establishing courses of action; developing schedules to ensure that work is completed within deadlines; anticipating and adjusting for potential barriers and problems.

Teamwork:

Actively participating as a member of a team to help ensure the completion of common goals; showing respect for the views and contributions of others; consulting with others and sharing relevant information; interacting with different personalities and adapting to the team.

Qualities

Flexibility / Adaptability: Adapts to changing circumstances, Tolerates ambiguity, Adapts interpersonal style to suit different people or situations. Is open to new ways of doing things.

Drive and Commitment: Thrives in a busy environment, enjoys challenging targets, has a persevering style and focuses on results/outcomes, Focuses on priority tasks and manages conflicting objectives, Invests sufficient time and energy in the role

Qualifications

Relevant tertiary qualification desirable.