



# JOB APPLICATION PACKAGE

## About Busselton Water

Busselton Water is a dynamic, contemporary water corporation which supplies drinking water to a growing population of more than 28,000 people across the wider Busselton area. We are committed to innovation, continuous business improvement and producing the highest quality drinking water in the most cost effective, safe, and sustainable way.

Busselton is approximately 220 kilometres south of Perth, in Western Australia, our Southwest region is a renowned tourist destination. The population in our community doubles to more than 50,000 people over the summer holiday season creating big challenges for our water supply.

Ours is one of the most rapidly growing regions in Western Australia and we are continuously investing in new services, new technology and new infrastructure to support this growth.

We pride ourselves on caring for the environment as well as our involvement in and ongoing support for the communities we service.

Under our license, Busselton Water provides water infrastructure and services to an operating area covering almost 6,964km<sup>2</sup>. This includes the Busselton city centre, as well as nearby Port Geographe, Siesta Park, Vasse and Wonnerup, and bulk water supplies to Dunsborough.

## Benefits

Busselton Water provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits applicable to the Project Manager position.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	An employee and their immediate family can access a free confidential counselling service for up to four sessions.
Shower Facilities	Access to shower facilities for employees at the workplace.
Bicycle Racks	Bicycle racks are available for employees' use.
WORKPLACE	
Induction	All new employees participate in a comprehensive induction.
Lunchroom Facilities	A communal lunchroom is provided for employees.
Uniforms	Full uniform provided on commencement. Top up uniform provided annually.
LEAVE	
Annual Leave	Four weeks annual leave accumulates progressively and accrues from year to year.
Personal Leave	<p>10 days paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> <li>• Personal illness or injury;</li> <li>• Caring for immediate family or household members who requires care or support due to a personal illness or injury;</li> <li>• Unexpected emergency affecting the staff member.</li> </ul> <p>Personal leave accrues progressively and accumulates year to year.</p>
Compassionate Leave	Up to 2 days on each occasion.
Long Service Leave	Entitled to long service leave in accordance with the Long Service Leave Act.
Public holidays	Entitled to Western Australian gazetted public holidays.
Other leave	All other types of leave, including but not limited to, parental leave and community service leave, in accordance with the NES.

## Vision and Values

To provide excellence and leadership in the provision of all water services.



Respect



Integrity



Sustainability



Excellence



Safety & Wellbeing

## Employment conditions

<b>Location</b>	Busselton Water Administration Centre, Busselton
<b>Conditions</b>	Fixed term contract – 5 years
<b>Position</b>	Head of Project Delivery
<b>Salary</b>	\$150k plus superannuation and vehicle options
<b>Superannuation</b>	Superannuation Guarantee (SG). Paid into a fund of the Employee's choice (excluding GESB).
<b>Pre-employment</b>	The recommended applicant will be required to undertake the following: <ol style="list-style-type: none"><li>1. Pre-employment medical assessment including a drug and alcohol test;</li><li>2. Musculoskeletal screen;</li><li>3. Financial check</li></ol>
<b>National Police Clearance</b>	The recommended applicant will be required to provide a current National Police Clearance.
<b>Closing Date</b>	2pm Wednesday 21 February 2024 <b>Late applications will not be accepted.</b>

## Preparing your application

Busselton Water is an equal opportunity employer and is committed to providing a safe space where you can be yourself, regardless of race, ethnicity, age, gender identity and sexual orientation.

Your application should include the following documents:

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**Cover Letter**

Should outline a career and skills summary that broadly reflects the requirements of the role.

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**Resume**

Your resume should provide details of work and career history.

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Confidential enquiries may be made to Carleen Gale, Human Resources Officer on 9781 0513 or [carleen.gale@busseltonwater.wa.gov.au](mailto:carleen.gale@busseltonwater.wa.gov.au).

**To be considered for the role, please send a cover letter and your resume to [recruitment@busseltonwater.wa.gov.au](mailto:recruitment@busseltonwater.wa.gov.au).**



## Position Description

### Head of Project Delivery

Team	Executive		
Classification	Fixed term contract	Location	Busselton
Employment category	Full time	Reports to	CEO

### Roles reporting to position

Direct reports	Number of employees	2	Position titles	Project Co-ordinator Project Officer
Indirect reports	Number of employees	0	Position titles	N/A

### Primary objective

The Head of Project Delivery is a newly created role and will be a key member for the delivery of the Busselton Water Supply Improvement Plan. This role is responsible for implementing and overseeing lean construction approaches for a portfolio of capital projects at Busselton Water. The position will supervise the capital projects team to deliver safe, competitive, and sustainable projects, aligned with the budgets estimates and long-range plans for the business.

### About you






You will be an experienced Project Manager willing to relocate to Busselton WA with relevant qualifications in Engineering, Business or Construction management with demonstrated experience delivering water infrastructure projects.

Someone who thrives on working on technically challenging projects and is passionate about delivering quality results with a strong commitment to safety.

### Vision and Purpose

Our Vision is “***excellence and leadership in the provision of all water services***”.

Our Purpose is “***to deliver all water services safely, sustainably, commercially and in collaboration with our key customers and stakeholders***”.

Values & Behaviours				
Respect 	Integrity 	Sustainability 	Excellence 	Safety and Wellbeing 
Key accountabilities				
Key Result Area	Major Activities			
<b>People and capital program leadership</b>	<ul style="list-style-type: none"> <li>Actively participate as a senior leader in the organisation, including participation in various forums and championing culture change and the strategic direction for capital investment in the organisation.</li> <li>Role model the Busselton Water values and behaviours whilst proactively working to develop, support and enhance a constructive work culture at Busselton Water.</li> <li>Provide work health and safety leadership to all employees, consultants, and contractors.</li> <li>Ensure the capital program delivers timely customer-focused outcomes to Board, Executive and key external stakeholders.</li> <li>Manage capital investment program priorities and resources, to ensure optimal program delivery effectiveness and productivity is achieved and compliance obligations are met.</li> </ul>			
<b>Project management - significant works</b>	<ul style="list-style-type: none"> <li>Coordinate with the project team, subcontractors, suppliers, and stakeholders.</li> <li>Manage project planning, scheduling, cost control, procurement and budgeting.</li> <li>Participate in, and contribute to, contract and tender review processes with the Project Co-ordinator as required.</li> <li>Prepare and maintain accurate project documentation, including progress reports, subcontracts, cost control, quality and safety systems.</li> <li>Manage adherence to policy, procedure, legislation and regulation to ensure best practice capital delivery outcomes.</li> <li>Proficient in interpreting technical drawings, specifications, and contracts.</li> <li>Sound understanding and commitment to safety regulations and procedures.</li> <li>Monitor and report on performance of project activities to ensure compliance obligations are met.</li> <li>Lead and implement project WHS, quality and environmental standards.</li> </ul>			
<b>Strategy and continuous improvement</b>	<ul style="list-style-type: none"> <li>Lead and manage project management system monitoring, project planning scheduling, cost control and budgeting in accordance with relevant Busselton Water policies and procedures.</li> <li>Lead and manage the delivery of the capital program performance analysis and monitoring with a focus on continuous improvement.</li> </ul>			
<b>Work Health and Safety (WHS)</b>	<ul style="list-style-type: none"> <li>Responsible for own safety and the safety of others.</li> <li>Be visible and available to talk with employees, consultants and contractors about safety issues and practices to deliver safe outcomes.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Lead the identification of trends and implement initiatives and early responses to mitigate safety incidents from occurring within project management team.</li> <li>• Be involved in relevant incident investigations and review and monitor Myosh actions to ensure that actions and learnings are implemented across team.</li> <li>• Monitor workloads and resources to ensure work can be done safely (e.g. fatigue).</li> <li>• Ensure direct reports, consultants and contractors are trained and have the competency to undertake job tasks.</li> <li>• Lead by example to always promote and adhere to safety policies and procedures.</li> </ul>
<b>Key relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Liaise with Operations and Corporate and Finance on all matters effecting or likely to impact ongoing capital investment program.</li> <li>• Liaise with Manager Customer Service on customer matters and media relations matters.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Network and foster positive and productive relationships with external peers, regulators and industry bodies and other agencies to maintain contemporary best practice knowledge.</li> <li>• Maintain effective working relationships with regulators, consultants and contractors to support project delivery within agreed timeframes.</li> <li>• Liaise with external regulatory bodies on compliance and relevant approvals.</li> </ul>
<b>Decision making authority</b>	
<b>Independent</b>	<ul style="list-style-type: none"> <li>• Proactively manage project management issues in a timely manner</li> <li>• Delegations in line with incurring rights register.</li> <li>• Make decisions on daily project management and deployment of project resources.</li> <li>• Provide direction to team members, consultants, and contractors.</li> </ul>
<b>With input</b>	<ul style="list-style-type: none"> <li>• Work closely with Human Resources, WHS and Executive team on significant employee matters.</li> <li>• Consult with executive and other relevant parties on proposals or incidents that would have a significant adverse effect on delivery of significant projects or capital program.</li> </ul>
<b>Knowledge, skills and experience</b>	
<b>Selection criteria</b>	<p><b><i>Essential</i></b></p> <ul style="list-style-type: none"> <li>• Degree qualification in a relevant discipline such as Project Management, Engineering, Business or equivalent level of competence.</li> <li>• Extensive experience in managing complex infrastructure projects in an operational and/or technical environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills, including the ability to consult, negotiate, and work under pressure to liaise effectively with a diverse range of people.</li> </ul>
	<p><b><i>Desirable</i></b></p> <ul style="list-style-type: none"> <li>• Post graduate qualifications in a relevant discipline.</li> <li>• Experience within a utility or similar industry.</li> <li>• Associated construction qualification bachelor or trade qualifications.</li> <li>• Experience in leading change initiatives and successfully embedding outcomes.</li> <li>• Skilled in all MS Office applications including MS Project and Excel.</li> </ul>

### Physical requirements of the role

This position may require incumbents to:

- work under tight deadlines.
- use computers for extended periods.
- regular visits to Perth to meet with contractors, external stakeholders and regulators.