

## Asset Configuration Manager

Classification	Band 5
Team	Strategic Asset Management
Reporting to	Manager Strategic Asset Management
Location	Bendigo
Effective Date	2 May 2025

## Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

## What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

## Position overview

This role is part of the Assets and Operations group and has a pivotal contribution to Coliban Water's success by being focussed on ensuring Coliban Water provides high quality customer services by efficiently and effectively managing water resources, water and wastewater systems, creating and managing infrastructure, oversight of our strategic partners and planning for long term growth and development of the region.

As part of the Assets and Operations Group, the Strategic Asset Management team's primary function is to ensure effective asset lifecycle management of Coliban Water's asset portfolio through delivery of mature Asset Management principles and processes aligned to the Asset Management Accountability Framework (AMAF).

This role ensures the accurate tracking, configuration, and management of all assets to optimise operational efficiency, maintain regulatory compliance, and support sustainable water utility operations. The Asset Configuration Manager collaborates closely with infrastructure, maintenance, and operations teams to ensure that all asset data is current, accurate, and available for decision-making at all stages of the asset lifecycle.

The role contributes to the organisational objectives by:

- Developing an overarching Configuration Management Strategy with a staged plan for its implementation, ongoing management and continuous improvement.
- Educating stakeholders on Configuration Management objectives and requirements.
- Defining processes for Operational Asset Configuration Change Management
- Managing and administrate the asset drawing management system.
- Managing and administering the O&M library
- Managing and administering Technical Standards
- Monitoring and reporting on Configuration Management Strategy Effectiveness
- Managing Coliban Waters preferred equipment list

## Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget
Authorities/delegations	Refer to Financial Delegations
Number of reports	N/A
Internal working relationships	All Coliban Water Staff including Assets & Operations, Finance, Customer Experience, Infrastructure Delivery, Planning
External working relationships	Contractors and Strategic Partners
Other	Nil

## Key result areas

### **Develop an overarching Asset Configuration Management Strategy with a staged plan for its implementation.**

- Identify gaps in business activities where asset data is not being managed or adequately captured and develop processes to remediate.
- Engage stakeholders to understand their requirements to incorporate into the overall strategy.
- Develop processes to ensure that any changes to assets or their configurations is approved, systematically documented and communicated to the relevant stakeholders.
- Work with stakeholders to develop processes that enable them to manage data and asset risk more effectively.
- Assess effectiveness of the Configuration Management strategy and associated processes and report to management

### **Educate Stakeholders on Configuration Management objectives and requirements.**

- Conduct training sessions with key stakeholder groups do educate them on the configuration management strategy and associated processes.
- Onboard new employees with training in configuration management requirements
- Seek opportunities to educate the wider business and external stakeholders on good configuration management practice.

### **Define Policy and Process for Operational Configuration Management**

- Develop policy and process in line with guidance from ISO5500 and the Asset Management Accountability Framework.
- Develop policy and process to manage temporary changes to assets in the field (including changes to process or the physical asset).
- Ensure defined processes maintain our Standard of Asset and Standard of Operation.
- Engage and educate operational stakeholders to clearly define who can authorise changes to assets in the field and the risk processes to define how change is managed in an ongoing basis.

### **Manage and Administer the Drawing Management System**

- Ensure the drawing management system is configured logically for ease of use and that users are following labelling and storage protocols.
- Work with the vendor to ensure the system remains up to date with the latest functionality and security requirements.
- Train and manage users of the platform to ensure standards are routinely followed.
- Ensure versioning and archiving strategies are in place that clearly identify the most up to date drawings.
- Manage current and future budgets to support the drawing management system.

### **Manage and Administer the Technical Standards and relevant Asset related data**

- Lead the technical standards committee which has oversight of all Coliban Water technical standards
- Ensure the Technical Standards library is configured logically for ease of use and that users are following labelling and storage protocols.
- Develop and implement strategies for the effective storage of all asset related information including but not limited to Operations and Maintenance Manuals, Drawings and relevant commissioning and performance information.

## Monitor and report on the Configuration Management Strategies effectiveness.

- Develop tools and KPI's that allow tracking of implemented Configuration Management processes.
- Identify in a timely manner any areas of Configuration Management that are introducing significant risk to the management of assets and propose solutions to remediate.
- Implement the Plan Do Check Act process as adopted by the overarching Asset Management System strategy.

## Occupational Health, Safety, Wellbeing and Environment

Ensure that Coliban Water is a safe workplace and maintenance a sustainable environment by:

- Complying with all relevant Occupational Health, Safety, Wellbeing and Environmental legislation
- Complying with all company policies and procedures, including completing OH&S training
- Reporting all safety incidents and hazard immediately
- Taking reasonable care for own safety and that of others
- Ensuring that the work environment is free from any form of discrimination, harassment, or bullying

## Professional Development

Ensure that the Coliban Water team is multi-skilled and has up-to-date knowledge by:

- Undertaking training, both on and off-the-job
- Keeping up to date on professional, industry and company information
- Participate constructively in peer reviews and coaching processes
- Complete performance and development plans

## Performance level

Action and accountability	This role is required to provide sound advice and recommendations. Advice is provided through drawing on policy, procedure, process and professional standards. This position is specialised in its field and supervision provides guidance and support only when needed.
Judgement and problem solving	This role makes decisions through considering a variety of alternatives. Considerations may include established management systems, standards, budget parameters and equipment. Problem resolution is a feature of this role and will require conceptualisation, development of ideas, detailed analysis and development of action plans.
Specialist knowledge and skills	Extensive knowledge and experience in Asset Management, particularly in the area of Configuration Management and managing asset related data.
Interpersonal skills	This role is actively involved in influencing and convincing others in the pursuit or achievement of objectives. It will operate with tact and diplomacy in relation to sensitive issues.
Leadership level	<ul style="list-style-type: none"><li>• Lead self: Core skills demonstrating initiative, collaboration and communication.</li><li>• Lead others: Leads, guides, and influences a team.</li><li>• Lead element: Leads the development and growth of a key business capability, core platform, or core technical area.</li></ul>
Qualifications and experience	<p>Substantial working knowledge and experience in Asset Management and Configuration Management</p> <ul style="list-style-type: none"><li>• A tertiary degree in a relevant Engineering discipline with minimum 4 years' experience in an Asset Management related role or;</li><li>• Formal Qualifications in Asset Management with 4 years minimum working in a role as a Configuration Manager and experience in Asset Management.</li><li>• Good understanding of relevant Asset Management Standards including ISO55000 and/or the Global Forum on Maintenance and Asset Management standard.</li></ul>

## Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Information security	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

## Assessments and further requirements

- A valid and current Australian workers' rights.
- You will be required to complete all core-training requirements in the expected timeframes.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- You may be required to perform additional or supplementary duties from time-to-time consistent with your skills, training, qualifications, and experience.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

## Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- In depth understanding of the relationship between accurate asset data and decision making
- Ability to drive identify opportunities for improvement and drive the change required to close gaps
- Demonstrated experience in applying configuration management principles in a complex asset environment.
- Knowledge of the principles of Asset Management and an understanding of ISO:55000 or the Asset Management Accountability Framework (AMAF)
- Exceptional skills and experience in communication and negotiation with a wide range of stakeholders to ensure organisation objectives are met