

Concept Development Project Manager

Classification	Band 4
Team	Assets & Operations
Reporting to	Concept Development Manager
Location	Office based in Bridge st Bendigo. Hybrid working arrangements available.
Effective Date	1 April 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 Engineering Design team which in turn is part of the Assets & 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 developing design documentation to augment or replace water resources, water and wastewater systems infrastructure to provide for long term growth and development of the region.

This role will undertake and manage the development of design documentation including business cases for the creation of new water or sewer infrastructure leading to the sustainable and efficient/cost effective creation of new assets or improved performance of existing assets in order to meet current and future levels of service to customers and stakeholders. This includes technically evaluating and/or managing option assessments, liaising with and assessing customer and stakeholder requirements, preparing detailed designs and technical specifications and obtaining required external approvals.

Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget
Authorities/delegations	Please refer to the Instrument of Delegation policy
Number of reports	0
Internal working relationships	Executive General Manager Assets & Operations, Managing Director, Executive Leadership Team, People Leaders, Board, Coliban Water Staff
External working relationships	Contractors and suppliers, industry associations
Other	NA

Key result areas

Project Management:

- Management of allocated projects and prepare project plans in accordance with Coliban Water's integrated quality system ensuring project objectives are met on time and to budget.
- Prepare comprehensive project briefs and assess consultant tenders including writing specifications and compiling documentation.
- Manage consultancies to ensure project objectives are met on time and to budget.
- Confidently and independently manage own works schedule to meet agreed deadlines and exercise independent judgement to manage projects as set by the Concept Development Manager.
- Operate within the policies, procedures and delegations of Coliban Water, Strategic and Annual Plans, approved budgets and any relevant legislation and standards.
- Ensure compliance with Coliban Water's capital investment, control processes and project management framework

Design Development and Technical Specifications for Capital Projects in the Capital Investment Program:

- Further develop concept designs into detailed solutions to a level that allows the Infrastructure Delivery Team to tender for works, generally by project managing consultants, including the provision of technical specifications and relevant agency approvals.

- Ensure designs and specifications are in accordance with Australian standards and legislation and Coliban Water's adopted technical standards. All designs should minimise risks to the operators/staff, the public and the environment.
- Obtain external approvals required to insert into tender documents for project delivery.
- Provide appropriate technical specifications to insert into tender documents for project delivery.
- Update business case documentation to demonstrate how the nominated preferred solution will be implemented.
- Generate cost estimates at key stages of the design (concept, preliminary and detailed) for works to be implemented to inform the budgetary decision-making process.
- Maintain a project presence throughout the delivery and commissioning of infrastructure to ensure that lessons learnt are considered in future designs.
- Provide professional advice and guidance to internal and external stakeholders
- Update and/or prepare standard Technical Specifications and prepare supplements to relevant Water Services Association (WSA) codes of practice with input from relevant internal and external stakeholders, and represent Coliban Water in relevant WSA code reviews as required.

Stakeholder engagement and management

Ensure all stakeholders are identified, engaged, their expectations managed and interactions build confidence in Coliban Water by:

- Ensuring all external representation of Coliban Water is conducted in a professional, "can-do" solutions focussed manner
- All stakeholders are identified at start of project and an engagement plan is developed and followed through
- Ensure stakeholder and agencies' needs are satisfied, their approval is gained and there is confidence in our action/solutions
- Communicating with internal and external clients and be the direct contact for all project members during the Prove/Procure Stage of the projects.
- Liaising with customers, the public and Consultants to ensure services provided are effective and efficient
- Representing Coliban Water in negotiations and discussions with consultants and other agencies within the limits of authority of this position including external stakeholders and regulators.

Business Improvement and Risk Management:

Help identify opportunities for improvement of business process and risk controls by:

- Identify risks to Coliban and recommending solutions
- Ensuring end-to-end workflows/processes are efficient, documented and drive agreed business outcomes
- Project plan and implement agreed improvements and training, as appropriate

Shared Result Areas

Health safety and wellbeing

We are committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Report all safety incidents and hazards 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

Information security

Ensure that Coliban Water's corporate information, systems and networks are secure by:

- Complying with all company Information Technology policies and procedures
- Completing information security awareness training.
- Reporting all suspected or identified information security incidents or issues immediately.
- Owning information security mistakes e.g. reporting that you have clicked on a link in a phishing email.

Victorian Public Sector Values

Coliban Water is committed to upholding the Victoria Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. All employees are expected to uphold these values, which strengthens our capacity to operate as an effective public sector organisation and to achieve our vision.

Performance level (complete using performance level descriptions)

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 specialized 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	Well-developed interpersonal communication skills with the ability to work collaboratively with internal and external stakeholders to achieve desired outcomes Experience in planning and designing for new water/wastewater infrastructure including water and/or wastewater treatment and reticulation networks Experience in project management – delivering solutions on time, budget and to specification
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">Lead self: Core skills demonstrating initiative, collaboration and communication.
Qualifications and experience	Extensive working knowledge and experience in project management and design development particularly in relation to the water industry together with qualifications acquired through: A tertiary degree in Civil, Mechanical or Chemical Engineering

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.
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.

Special assessment and 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 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:

- Tertiary qualification in Civil, Mechanical or Chemical Engineering.
- Experience in project management and design development particularly in relation to the water industry.
- A willingness to develop personal skillset to ultimately progress to achieving Chartered Status with Engineers Australia.
- Well-developed interpersonal communication skills with the ability to work collaboratively with internal and external stakeholders to achieve desired outcomes.
- Experience in project management – delivering solutions on time, budget and to specification.
- Experience in planning and designing for new water/wastewater infrastructure including water and/or wastewater treatment and reticulation networks.
- Good written and verbal communication skills.

Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name	Insert signature	Click or tap to enter a date.
Employee name	Employee signature	Date