



## Position Overview

Position Title	Works Planner
Business Unit	Customer Delivery
Remuneration Type	Indoor EA, Level 6
Reports to	Team Leader – Planning and Scheduling – Field Services; or Team Leader – Planning and Scheduling – M&E
Direct Reports (role)	Not Applicable
Location (s)	Northern Service Centre, Maroochydore; or Southern Service Centre, Morayfield
Success Profile	1.5 Technical Role Success Profile
Delegation Level	Not Applicable

## Our Values



### INNOVATION

We seek new ways of doing things better



### HONESTY AND INTEGRITY

The work we do is always and only in the best interests of our customers, stakeholders, community and the environment



### RELIABILITY

We mean and do what we say



### ONE TEAM

No one succeeds at the expense or exclusion of others



### EFFICIENCY

We don't waste time, money or effort



### SAFETY

We think, walk and talk safety every day



### Behavioural Capabilities



#### SAFETY

I work safely, and encourage my team members to do the same



#### AGILITY

I seek new and better ways of doing things



#### CUSTOMER CARE

I consider how customers are affected by my work



#### COLLABORATION

I am a team player – we are better together



#### ACCOUNTABILITY

I mean and do what I say

### Leadership Capabilities



#### Builds Safe Teams

I empower my team to be safe



#### Holds Continuous Conversations

I create space to have regular conversations with my team members



#### Inspires Purpose

I connect and guide my team towards our shared goals



#### Creates Great Team Experiences

I create an inclusive and engaging workplace

### Position Purpose

The Works Planner is accountable for planning preventative and corrective maintenance that ensures safe and efficient execution of in-field maintenance which adheres to safe drinking water requirements, meets business priorities, improves equipment reliability, enables effective resource utilisation, and delivers a quality customer experience. This key role is responsible for leading the work prioritisation and planning functions for a large maintenance area of multiple work groups. The success factor for the role requires highly developed skills in negotiation, collaboration, and the establishment of effective relationship with team leaders in maintenance, operations, and asset management teams.

### Position Accountabilities

Key functions of the role include:

- Undertake works planning and coordination of planned preventive and corrective work – including safety planning, procurement of parts and services, rotatables management, obtaining equipment manuals, organising traffic management and obtaining permits.



- Coordinating the allocation of work to Field Services and Mechanical & Electrical workgroups, updating the work program and balancing the resource program as well as tracking and reporting of work in works management systems.
- Lead field scoping activities to ensure work packs and required estimates (including internal and external resources) are accurate.
- Collaborate with field maintenance teams, Sewage Treatment Plant, Control Room, Network Engineering, and Isolation Planning teams to identify and enable a coordinated approach to isolation planning that minimises unnecessary network and equipment downtime.
- Responsible for expenditure is in line with budget forecast and within assigned financial delegation.
- Supply the Work Schedulers with fully resourced and planned works packages within appropriate lead times (up to 12 weeks).
- Lead complex planning activities within the Sewage Treatment Plants and Network.
- Ensure variations to works plans are approved and replanned within appropriate time frames.
- Track progress of work performed against the work plan and consult with stakeholders to agree and implement remedial actions.
- Monitor and update Work Management data to ensure it is accurate and meets data quality compliance targets.
- Develop project scopes and business cases for capital works.
- Promote safe working practices.
- Provide advice on policy matters and contribute to their development in maintenance management.
- Development of new procedures and methodology for effective delivery of maintenance.
- Participate in team operational planning activities and implement resulting actions.
- Proactively collaborate with stakeholders to ensure transparency of works planning methodology, including scope and timing changes to meet business priorities.
- Proactively engage with stakeholders and utilise performance dashboards to identify potential future work requirements and maintenance improvement opportunities including updates to job plans and works management procedures.
- Meet all HACCP (Hazard Analysis Critical Control Point)
- Meet relevant ISO standard
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

## Key Relationships

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Key working relationships internal and external to Unitywater are:

- Area Manager and team leaders in maintenance teams



- Network Operations teams
- Treatment Plant Coordinators
- Maintenance Program Specialist
- Works Schedulers
- Network Engineering team
- Isolation Planning team
- Logistics and Procurement teams
- Capital Delivery Project Managers
- Asset Knowledge and Performance – Water Quality, Lifecycle and Strategy teams

## Capability Requirements

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The requirements for the position are:

- Electrical or mechanical trade qualification; or qualifications in Engineering, Water Industry or Project Management and significant applied experience in this field.
- Significant demonstrated experience in planning of in-field delivery of maintenance and project work across a wide geographical region and/ or diverse asset base.
- Demonstrated success in developing and maintaining effective relationships, regularly engaging with stakeholders and clearly communicating to ensure shared understanding of requirements, responsibilities and outcomes.
- Demonstrated success using critical thinking and problem-solving skills to produce outcomes.
- Demonstrated ability to analyse, conceptualise and develop scenarios for future works planning based on high level information.
- Demonstrable competence in maintenance management and performance reporting.
- Demonstrated ability to manage and shift priorities as required in support of changing business needs.
- Demonstrated ability to understand the technical dimensions of operating a water utility and the associated regulatory obligations.
- Demonstrated experience in using computerised maintenance management systems (e.g. Maximo, SAP PM, Ellipse).
- Demonstrated experience in using computerised inventory and/ or procurement systems (e.g., Technology 1, Oracle, SAP).
- Demonstrated experience in Microsoft applications – Word, Excel, Project, Powerpoint, Outlook.
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### Other Special Requirements and Working Conditions

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- Flexible approach to working hours.
- Travel within Unitywater Service Region, as required.
- C Class Driver's License