

ASSET PLANNER – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and future leaders.

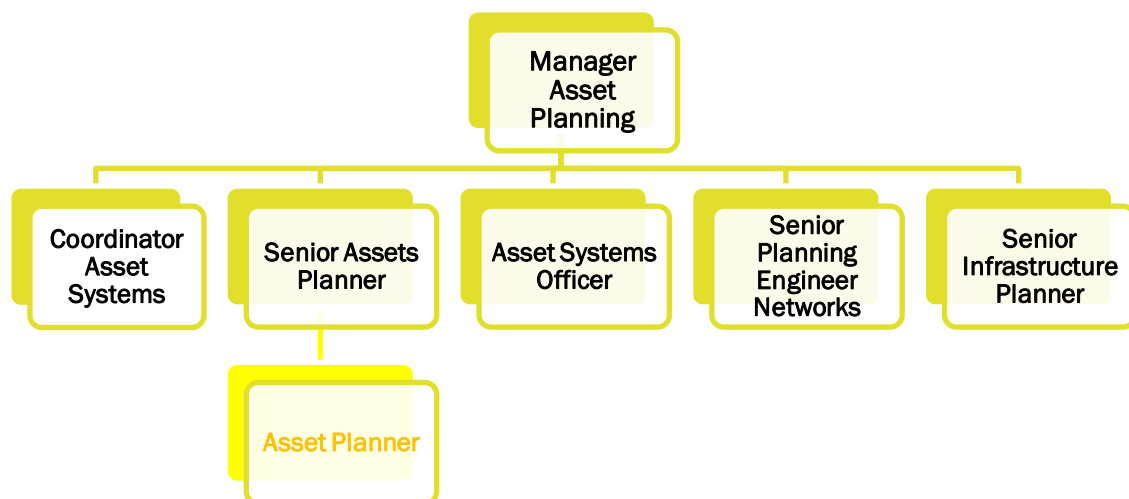
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Asset Planner	Effective Date:	October 2025
Department:	Sustainability & Infrastructure	Job Location:	Bairnsdale Office
Reports To:	Senior Asset Planner	Supervises:	Nil
External Contacts:	Customers, developers, consultants, contractors, other water corporations, government agencies and others as directed.		
FTE Classification:	1.0	Position Number:	Tbc
Prepared By:	People, Safety, and Culture; Manager Asset Planning	Approved By:	General Manager Sustainability & Infrastructure

ORGANISATIONAL CHART



ABOUT THE ROLE

The Asset Planner supports the development, implementation and continuous improvement of EGW's whole-of-business asset management system and asset renewals planning.

In particular, you will assist with the delivery and monitoring of EGW's asset management framework, processes, policy and strategy, continuous improvement programs, regulatory compliance and audit requirements, asset management objectives and key performance indicators. You will also support the collection and analysis of asset information to inform asset renewals planning and business case development.

The position supports EGW to meet its business objectives through the provision of reliable assets that meet the required levels of service to customers.

You will also assist with ensuring asset management strategies and documentation are up-to-date and that asset management processes are functional, efficient and effective.

WHAT YOU WILL BE DOING

<p>Asset Management</p>	<ul style="list-style-type: none"> • Assist with the design, development, implementation and continuous improvement of EGW's asset management system. • Assist with developing and improving asset management-related strategies, policies, procedures, work instructions and other documents. • Support the review and reporting on compliance with relevant regulatory requirements including the Asset Management Accountability Framework (and annual attestation requirements). • Support the planning, preparation and response to audit processes and requirements. • Support the delivery of continuous improvement programs relating to asset management. • Assist with the engagement of teams across EGW to gain support and commitment towards achieving a culture of Total Asset Management. • Assist with the delivery and monitoring of EGW's Asset Management Objectives and KPIs. • Identify risks associated with the asset management system and action accordingly. • Assist with preparation and follow up of the Asset Management Steering Committee. • Prepare reporting and analytics for committees and board as required. • Assist with the identification, planning and development of asset renewals profiles. • Support the planning for asset decommissioning and disposals. • Assist with maintaining asset registers and as-constructed information registers, including management of data collection, collation, entry, analysis and reporting. • Represent EGW in various industry working groups as required. • Conduct technical investigations to address infrastructure issues. • Comply with the requirements of the Asset Management System.
<p>Projects</p>	<ul style="list-style-type: none"> • Assist with delivery of allocated capital and operational programs and projects as required to an expected value of \$100,000. • Comply with the requirements of the Project Management Framework. • Contribute to the project delivery process for asset renewal related projects.

Team and Resource Management	<ul style="list-style-type: none"> Assist in managing relevant financial outcomes, including forward planning, budgeting and meeting budgetary outcomes as required.
Teamwork	<ul style="list-style-type: none"> Is open to new ideas, demonstrates a willingness to change and maintains a positive attitude towards changes. Share information with team members, effectively communicate with management and mentors. Provide general support and assistance to the Senior Asset Planner, Manager Asset Planning and the rest of the Asset Planning team. Assist with emergency management functions as required.
Culture, Values & Behaviours	<ul style="list-style-type: none"> Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. Build a supportive and cooperative environment, one that recognises the value of collaboration. Support a workplace culture that enables diversity, fair and inclusive practices. Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> Communicate, apply and promote Health, Safety and Environment policies, procedures and safe systems of work. Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> Skills or knowledge in development, implementation, operation and/or maintenance of business management systems such as; asset management, health and safety, quality assurance, environmental, risk or other management systems. Ability in business case development and assessment. Understanding of business strategies. Knowledge of financial budgeting process. Research and analytical skills with the ability to prepare reports on a wide range of complex matters. Ability in the use of business systems and relevant computer applications. Knowledge of project management and/or program planning and implementation. 	<ul style="list-style-type: none"> Knowledge of physical infrastructure networks and systems, such as water supply and wastewater systems, treatment plants. Knowledge of the design, operation and/or maintenance of assets. Knowledge of the regulatory framework relating to the Victorian water industry and to asset management. Specific skills in one or more areas related to asset management such as; business, finance, economics, information technology, project management, engineering, etc. Customer engagement skills. Understanding of how business strategies contribute to the achievement of overall business objectives.

<ul style="list-style-type: none"> • Understanding of whole of asset life cycle planning. 	
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LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Ability to work collaboratively to ensure that organisational objectives are achieved. • Ability to work cooperatively as part of a high-functioning team. • Good strong planning and organisation skills. • Ability to manage time, set priorities, and achieve targets in the completion of a diverse range of activities and complete projects on budget and on time. • Undertake multiple tasks, prioritise and meet the needs of internal and external customers. • Coordinate with staff, consultants and contractors to achieve required outcomes. 	<ul style="list-style-type: none"> • Leadership skills relevant to the position. • Ability to recognise and balance a range of issues and requirements against the context of internal and external pressures and resource constraints. • Knowledge of budgeting processes.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Good verbal, written communication and comprehension skills. • An ability to liaise with and gain the cooperation and assistance of staff and consultants/contractors. 	<ul style="list-style-type: none"> • Ability and experience in educating staff in procedures and providing leadership with regard to asset management.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • A degree, qualification, or suitable work experience in a specialisation relevant to asset management (e.g. business, finance, information technology, project management, engineering). • Compulsory trainings throughout course of employment. 	<ul style="list-style-type: none"> • License to drive a motorcar.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> • 3+ years of experience relevant to asset management or project management (e.g. business, finance, information technology, project management, engineering). • Experience working in a team environment. 	<ul style="list-style-type: none"> • Experience in the water industry, utilities, local government or consultants to the water industry.

KEY SELECTION CRITERIA

1. A degree, qualification, or suitable work experience in a specialisation relevant to asset management (e.g. business, finance, information technology, project management, engineering).
2. Good knowledge and experience relevant to business management systems such as asset management, health and safety, quality assurance, environmental, risk or other management systems.
3. Ability in business case development including using business strategies and working within budget constraints.
4. Good time management, analytical and report writing skills and experience which can be demonstrated.
5. Excellent interpersonal and communication skills, and the ability to engage and negotiate effectively with people at all organisational levels.
6. Positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au).