

Position description

Position title:	Smart Metering Project Manager
Group:	Planning and Delivery
Reports to:	Infrastructure Program Manager
Reports:	Direct: 0 Indirect: 0
Status:	Full time (2-Year Term Contract)
On call roster	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location:	218-232 Molesworth Street, Lismore

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

Primary purpose of the position

To provide project, contract management and technical expertise to ensure the successful deployment of smart meters and backflow prevention devices for Council's retail water meter fleet and meet agreed operational delivery needs.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Develop the smart metering and backflow prevention programs for Council's retail water meter fleet.
- Project manage the smart metering and backflow activities, including budget preparation and monitoring, risk management and internal reporting.
- Manage the preparation of procurement documentation, including contracts, cost schedules, specifications, quoting and tendering, and evaluation plan to meet agreed operational and capital delivery needs.
- Engage and manage consultants, contractors and technical specialists for the purposes of the smart metering and backflow programs.
- Manage the integration of remote water meter reading into Council's existing water billing software system, including all necessary supporting documentation and training.
- Liaise with constituent councils and manage the roll out of smart metering for participating councils.
- Develop and implement the backflow prevention device program, including associated pressure management where required, including all necessary supporting documentation.
- Convene and chair regular project team meetings, internally and externally as required, to initially develop the objectives, scope of work and specification, then manage the selection of a tenderer and then the roll-out of the works.

Key challenges

- Ensure the successful delivery of a "fit-for-purpose" smart metering fleet and software solution whilst managing budgets and deadlines.
- Ensuring clear and consistent communication with internal stakeholders, constituent councils and retail water customers to manage expectations.
- Liaising with internal stakeholders to achieve consensus on needs and requirements in a timely manner.

Work Health and Safety responsibilities

- As a supervisor, promote a health and safety culture in the organisation, and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Project Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned priority tasks and provide advice on escalating issues. • Identify, discuss and plan for emerging issues and negotiate outcomes. • Provide engineering advice and support in the delivery of Council's priority projects. • Provide advice and support in resolving difficult or competing issues with key stakeholders. • Identify new or changing project priorities given uncertainties in key project outcomes.
	Leadership team and key staff	<ul style="list-style-type: none"> • Provides leadership in achieving Council objectives. • Share and transfer specialist knowledge, expertise and skills. • Support key stakeholder engagement and conflict resolution.
	Team members \ Internal stakeholders	<ul style="list-style-type: none"> • Provide support for the sharing of information and key findings across teams and actively participate in this. • Participate in discussions regarding key aspects of risk and project delivery.
	Internal stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships to ensure projects are delivered fit for purpose within agreed service standards.

	Who	Why
External	Key external stakeholders.	<ul style="list-style-type: none"> • Develop and maintain strong working relationships with external stakeholders with open channels of communication to negotiate with the view of securing beneficial outcomes for Council in the delivery of projects. • Maintain professional networks to keep up to date with industry developments affecting the delivery of Council projects.

Acceptance of the position

I agree to the requirements of the above Position description as at:

.....
(Employee name)

.....
(Signature)

.....
(Date)

Selection criteria

- Bachelor’s degree in engineering, project management or extensive experience in a similar field.
- Demonstrated experience in or understanding of smart meters and their roll-out in the water industry.
- Demonstrated experience in preparing and reviewing specifications, contract documentation, tendering processes and contract administration.
- Demonstrated project management skills for multi-disciplinary engagements.
- Demonstrated ability to monitor and adhere to project budgets to ensure responsible use of allocated funds.
- Demonstrated communication and negotiation skills with multiple internal and external stakeholders.
- Demonstrated knowledge and understanding of the *WHS Act 2011*.
- Demonstrated experience in the Microsoft Office suite of products.

Licences/tickets:

- Driver Licence – Class C

