



Position Overview

Position Title	Works Planner
Business Unit	Customer Delivery
Remuneration Type	Indoor EA, Level 5
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	Works Planner

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

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.

Position Accountabilities

Key functions of the role include:

- Undertake works planning and coordination of planned preventive and corrective work – including but not limited to safety planning, procurement of parts and services, rotatables management, obtaining equipment manuals, organising traffic management and obtaining permits.
- Conduct field scoping 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.
- Supply the Work Schedulers with fully resourced and planned works packages within appropriate lead times (up to 12 weeks).
- Ensure variations to works plans are approved and replanned within appropriate time frames.
- Promote safe working practices.
- Promote the safe drinking water needs and expectations of our customers, stakeholders and regulators in all we do.



- 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 relevant ISO standard (Leader to Remove if not required).
- 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

Key working relationships internal and external to Unitywater are:

- Field Leadership and maintenance teams
- Network Operations teams
- Sewage Treatment Plant teams
- Maintenance Program Specialist
- Works Schedulers
- Network Engineering
- Isolation Planning team
- Logistics and Procurement teams
- Capital Delivery Project Manager
- Asset Knowledge and Performance – Water Quality

Capability Requirements

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.
- C Class Driver's License.

After Hours Service

This role may be required to participate in after hours work and be part of an on call roster as the need may arise to ensure the continuity of service to Unitywater's customers.