



## JOB APPLICATION PACKAGE – Project Manager ERP



### About Aqwest

#### **Aqwest is the trading name of the Bunbury Water Corporation**

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of Aqwest occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with Aqwest.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

#### **Location, Location, Location!**

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

## Benefits

### Short Guide to Employee Benefits

As well as competitive remuneration, Aqwest also provides and funds several health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at Aqwest.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by Aqwest for employees and members of their immediate family to access counselling services.  Any employee can access the service. Sessions are limited to four per family unit.
Shower Facilities	Access to shower and change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees' use.
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> <li>• Corporate Induction</li> <li>• Safety Induction</li> <li>• Human Resources Induction</li> <li>• Equal Employment Opportunity, Access and Inclusion</li> </ul>
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life are by arrangement between Aqwest and the employee.  Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	Aqwest provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
LEAVE	
Annual Leave	Consists of four weeks annual leave for twelve months of continuous service. Pro-rata for part-time staff.

Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> <li>• Illness or injury.</li> <li>• Caring for immediate family or household members who are ill and require care.</li> <li>• Unexpected emergency affecting the staff member.</li> <li>• Personal leave accrues at one day per completed month of service and pro rata for part time staff.</li> </ul>
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	<p>Paid leave on gazetted Public Holidays:</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Good Friday</li> <li>• Easter Monday</li> <li>• Christmas Day</li> <li>• Boxing Day</li> <li>• Australia Day</li> <li>• Anzac Day</li> <li>• Foundation Day</li> <li>• Queen's Birthday</li> <li>• Labour Day</li> <li>• Two additional public holiday days in lieu</li> </ul>
Long Service Leave	Employees receive thirteen weeks of leave for ten years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

## Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

### Our Values



Accountability



Integrity



Respect



Transparency





## Employment Conditions









<b>Location</b>	Water Services Centre – 5 MacKinnon Way, Bunbury
<b>Conditions</b>	Two (2) year – Contract of Employment
<b>Qualifications</b>	Qualification in Project Management and Qualification in ICT or significant experience
<b>Salary Package</b>	Two (2) year - Contract of Employment Attractive salary package will be offered dependent on experience and/or qualifications. Relocation costs (within certain limits) will be met by Aqwest for the right candidate. Probationary period – Three (3) months from commencement date.
<b>Superannuation</b>	Aqwest pays the superannuation guarantee (10%) plus an additional 1%. The 11% is paid into a fund of the employee's choice.
<b>Hours of Work</b>	76 hours per fortnight plus reasonable overtime
<b>Pre-employment</b>	The recommended applicant(s) will be required to undertake the following: <ul style="list-style-type: none"> <li>1. Full pre-employment medical assessment</li> <li>2. Psychometric test</li> </ul> <p>Costs will be met by Aqwest.</p>
<b>Evidence of COVID-19 Vaccination</b>	The Western Australian Government has announced a mandatory COVID-19 vaccination policy for a majority of occupations and workforces in WA. Aqwest as a water service provider is categorised as Group 2 which means that all Aqwest staff must be fully vaccinated by 31 January 2021. (First dose by 31 December 2021 / Second dose by 31 January 2021).
<b>National Police Clearance</b>	The recommended applicant will be required to provide a current National Police Clearance.  Cost will be met by Aqwest.
<b>Closing Date</b>	8:00am Monday 31 January 2022 <b>Late applications will not be accepted. We reserve the right to close this advert early if a suitable candidate is selected.</b>





## How to Apply

To discuss this exciting opportunity further, confidential enquires may be made to the People and Culture Coordinator [people@aqwest.com.au](mailto:people@aqwest.com.au)

To be further considered for the role, please send a letter of introduction, comprehensive curriculum vitae, and a copy of relevant qualifications to [people@aqwest.com.au](mailto:people@aqwest.com.au)

Aqwest – Position Description				
Position Title	Project Manager ERP	Classification	Employment Contract	
Reports To	General Manager Financial Services			
Direct Reports	Nil			
Our Values	 Accountability	 Integrity	 Respect	 Transparency








Qualifications/Certificates/Licences	Behaviours/Competencies
 Qualification in Project Management Qualification  in ICT or significant experience	 Managing complexity  Building Relationships  Seeking Innovative Solutions  Investigating and Evaluating  Communicating Information  Providing Support Structuring Tasks

Position Objective
 Project manage the procurement, planning, implementation and evaluation of the replacement of Aqwest's Enterprise Software Systems  To successfully oversee a transformational business project that includes the implementation of a new Enterprise Resource Planning system, the migration of corporate data to the new solution and implementation of new business processes to optimise the benefits of this new solution.  To deliver the project on time and budget, while meeting the technical quality standards required.  Provide timely, high quality updates to the Executive for the duration of the project.




## Key Responsibilities:

The key responsibilities of this role include, but are not limited to, the following:



### ICT Project Development and Management

-  Manage a multi-functional project to review and replace Aqwest's software, platforms and processes.
-  Prepare, monitor, control, review and forecast project outcomes including time, cost and quality. Provide progress reports as and when necessary.
-  Ensure project risks are captured, mitigation measures are in place and monitored to ensure risks are controlled effectively and in a timely manner.
-  Develop the project scope by capturing business requirements, ensuring compliance with relevant legislation, standards and policies.
-  Manage the cleansing, mapping and migration of data in preparation for transition to the new platform.
-  Manage the implementation and testing requirements including Unit, Integration, System & User Acceptance Testing.
-  Ensure projects are delivered and project management documentation is prepared in accordance with AQWEST's Integrated Management System Project Management Framework.



### Contract Management

-  Lead the development of the project scope and specifications to procure services, equipment, and systems to achieve project objectives, in consultation with the Executive team and specialist consultants as required.
-  Conduct timely meetings with contractors to monitor progress, ensure the project objectives are delivered as per the contract.
-  Manage post implementation support from the lead contractor.

### Stakeholder Coordination and Support

-  Foster good working relationships and regular communication with internal and external stakeholders, the project team and the lead contractor.
-  Ensure change is managed effectively including staff training, staff education, communication, and awareness to the relevant stakeholder.






### Integration

-  Ensure Aqwest's Integrated Management Framework is successfully reflected within the structure of the new ICT platform.
-  Participate positively in Aqwest processes, policies, working groups and other initiatives.








## Skills/Attributes and Experience (Selection Criteria)

### Role Specific:

-  Substantial experience in ICT and project management demonstrated as experience in and advanced knowledge of:
  - Delivering ICT projects and new IT systems (preferably client side)
  - Managing all phases of ICT projects
  - Quality project management principles and practices
  - Contractor & Contract Management
  - Supervising a requirements/design/build/test/deploy ICT integrated project team.
  - Well-developed contract negotiation, contract management and project management skills.
  
-  Sound knowledge of the management and implementation of Enterprise Resource Planning Systems and extensive ICT experience
  
-  Working knowledge of statutory requirements, and best practice standards associated with cyber security and record keeping.
  
-  Working knowledge of business requirement analysis skills
  
-  Proficiency in SaaS offerings is desirable.

### Core Competencies:

-  Highly developed interpersonal, communication, stakeholder management, negotiation and influencing skills.
  
-  Demonstrated conceptual and analytical skills.
  
-  Highly developed organisational skills.
  
-  Demonstrated ability to be a team member and an effective leader who can motivate in a project team environment.
  
-  Demonstrated ability to capture information, analyse and present solutions that address interrelated internal client needs.