



POSITION DESCRIPTION

Position Title	Energy Specialist		
Position Number	FOL/458	Employment Status	Full Time
Division	Technical Services - Asset Management - Energy & Carbon		
Classification	Senior Executive Officer 1		
Reports To	Manager - Asset Management		
Location	Shepparton - Florence Street		

ROLE PURPOSE

This position is responsible for leading and the management of Energy and Carbon emissions at Goulburn Valley Water (GVW), with the overall objective of reducing the Corporation's energy use, carbon footprint and exposure to energy expenditure. Responsible for the Energy Performance Program and the implementation of the Climate Change Mitigation Strategy for the Corporation to both internal and external stakeholders. Provide specialist practical and theoretical knowledge and expertise relating to energy management activities across the Corporation. Responsible for reporting to the Board, Executive Management Team and both internal and external stakeholders regarding energy and carbon. Ensure the Corporation is meeting all statutory and regulatory requirements.

KEY ACCOUNTABILITIES

ENERGY AND CARBON STRATEGY

Responsible for GVW's energy and carbon emission strategies by developing, maintaining and delivering the Climate Change Mitigation Strategy (and sub-strategies) to meet regulatory, customer and internal expectations. Obtain customer input into GVW's energy and carbon emission strategies through the Customer Carbon Reference Group.

ENERGY PERFORMANCE PROGRAM

Program Manager for the Energy Performance Program (approx. \$300k pa). Further develop the program to meet the business's increasing energy efficiency aspirations and ensure continued corporate support and funding for the program and projects.

ENERGY AND CARBON COMMERCIALITY

Manage energy and carbon commerciality within the business, including energy procurement and contract management (approx. value \$4.1m pa) and the interface between Diamond Energy and Goulburn Valley Water. Provide guidance and support to internal stakeholders in setting appropriate energy budgets.

STAKEHOLDER ENGAGEMENT

Engage with external parties including industry associations, special interest groups, other Water Corporations, companies and consultants to import ideas and practices back to GVW. Engage with internal staff across the Corporation to build awareness of the impact of energy use in a financial and greenhouse gas context, supporting the development of a proactive energy efficiency culture.

SPECIALISATION

Act as an internal specialist resource across the Corporation with regard to energy efficiency and energy management, stepping into project teams and process optimisation groups as necessary. Demonstrate flexibility in utilising skills and experience within the role or to assist other areas of the Corporation where necessary.

REPORTING

Routinely report to the Board and Executive Management Team on energy and carbon, providing advice on strategic issues upon request.

Responsible for all aspects of GVW's carbon and energy reporting, ensuring that all the statutory, regulatory or internal obligations are met, adding value to internal stakeholders and continuously developing systems to improve the reporting operation and outcomes.

LEADERSHIP, SAFETY AND CULTURE

Set the standard of a safe workplace and lead safe work practices, by providing open and honest communication and feedback. Take ownership of all safety initiatives implemented by the Safety Team and ensure all team members are following correct procedures.

OTHER DUTIES

Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.



Position Description

Energy Specialist

QUALIFICATIONS AND TECHNICAL SKILLS

Degree in Engineering or Physical Science is essential.
Extensive practical experience with electrical and mechanical trades. Post-trade qualification would be an advantage. Qualification in Project Management or Business Administration is desirable.
Demonstrated experience managing a diverse technical workload is essential, as is a working knowledge of energy management and energy efficiency practices. Previous experience in change management or stakeholder engagement is highly desirable. Previous experience working within a water utility.
Current valid drivers licence.

KEY SELECTION CRITERIA

KNOWLEDGE and SKILLS

Written Communication - Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language

Verbal Communications - Clearly and confidently communicates with people at all levels of the organisation

Presentation Skills - Prepares and delivers logical, sequential and succinct presentations

Project Management - Ensures project objectives are met

Problem Solving - Implements solutions, evaluates effectiveness and adjusts actions as required

Service Excellence - Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same

Influence and Negotiation - Negotiates and implements a well planned course of action to achieve a specific impact

Stakeholder Management - Identifies and manages a range of complex and often competing needs

Commercial Skills - Challenges others to seek more efficient ways of doing things

Advanced Computer Skills - Uses a wide range of software application features for word processing, spreadsheets, etc.

PERSONAL QUALITIES

GVW Values Commitment - a commitment to Goulburn Valley Water's values and team 'I' statements.

Customer Focus - actively seeks to meet customer needs whilst delivering high quality outcomes.

Relationship Building - forges useful partnerships across business areas, functions and organisations, and builds trust through consistent actions, values and communication.

Drive and Commitment - demonstrates capacity for sustained effort and hard work, and sets high standards of performance for self and others.

Initiative and Accountability - proactive and self starting, and takes responsibility for own actions.

Empathy and Cultural Awareness - shapes response to individuals based on a range of information they have noted, and communicates well with people from a diverse range of cultures and backgrounds.

Position Description



Energy Specialist

OTHER INFORMATION

All appointments to Goulburn Valley Water may be subject to the following Pre-employment checks:

- * Reference Checking
- * Medical Screening and Health Declaration
- * National Police Records and/or Working with Children

The Corporation will not bind itself to necessarily make any appointment from the applications received.

Code of Conduct for Victorian Public Sector Employees

The Corporation would require the successful applicant to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Employees should also adhere to the following principle:

"He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Qualifying Period

A qualifying period of 6 months shall apply from the date of commencement in the position.

Environmental Responsibilities

The Corporation has an Environmental Management Policy and requires all employees to embrace its philosophies and comply with its contents.

Corporate Responsibilities

The employee will adhere to all systems, policies and procedures of Goulburn Valley Water in relation to the Corporation's activities, including public safety, property care, security of Goulburn Valley Waters assets information, quality management and risk management.

Recordkeeping Responsibilities

Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Goulburn Valley Water in the Corporations Records Management system. Managers/Coordinators who have direct reports are responsible for ensuring staff in their department/team carry out their recordkeeping responsibilities.

Occupational Health and Safety

The Corporation has a number of Occupational Health and Safety policies to ensure protection of Corporation personnel, equipment, and third parties. These policies are strictly enforced and MUST be adhered to by Corporation employees.

Medical Note

Operational employees that come into contact with wastewater are required to be vaccinated for the following:

- * Hepatitis A
- * Hepatitis B
- * Tetanus
- * Q Fever

As per AS/NZS 2927 AS/NZS 1715, applicants with a history of Asthma or respiratory disease may not be appointed to operational positions due to OHS reasons.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____