



## JOB APPLICATION PACKAGE – WORKS PLANNER AND SCHEDULER



### 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 a number of 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	<p>A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services.</p> <p>Any employee can access the service. Sessions are limited to four per family unit.</p>
Shower Facilities	Access to shower and change room for employees at the workplace.
Physiotherapy	Physio services available to employees
Wellbeing program	Assistance provided for several personal services. Eg: Quit Smoking, Dietitian and Financial advice
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers:
Flexible Work Arrangements	<p>Flexible work arrangements to assist employees to balance work and personal life are by arrangement between AQWEST and the employee.</p> <p>Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.</p>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after 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>• Emergency affecting the staff member.</li> </ul> <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Wellbeing Leave	2 Wellbeing leave days per annum
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Long Service Leave	Employees receive thirteen weeks of leave for seven 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 – 2 Hayes Street, Bunbury
<b>Conditions</b>	Aqwest Enterprise Agreement 2022
<b>Qualifications</b>	Relevant certificate/diploma/degree or equivalent.
<b>Salary Package</b>	Level 5 - \$92,458 (dependant on experience/qualifications)
<b>Superannuation</b>	AQWEST pays the superannuation guarantee plus an additional 1%. This is paid into a fund of the employee's choice.
<b>Hours of Work</b>	76 hours per fortnight
<b>Pre-employment</b>	<p>The recommended applicant(s) will be required to undertake the following:</p> <ol style="list-style-type: none"> <li>1. Full pre-employment medical assessment</li> <li>2. Psychometric testing relevant to position</li> </ol> <p>Costs will be met by Aqwest.</p>
<b>National Police Clearance</b>	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Aqwest.</p>
<b>Closing Date</b>	<p>8:00am Monday 18 August 2025</p> <p><b>Late applications will not be accepted.</b></p>

## How to Apply

### Preparing your Application

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the Position Description.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

<b>Covering Letter</b>	The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)
<b>Comprehensive Curriculum Vitae</b>	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
<b>Referees</b>	You will be requested to provide referee contact details if you are shortlisted for interview.
<b>Addressing the Selection Criteria</b>	<p>Please address each element of the selection criteria listed in the Position Description as attached. No more than one paragraph per criteria.</p> <p>The key is to:</p> <ul style="list-style-type: none"><li>• Demonstrate capability by providing evidence of how you meet the selection criteria.</li><li>• Provide specific and relevant details.</li><li>• Where possible, include an indicator of success or a result.</li></ul>
<b>Formal Qualifications</b>	Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.

Applications are to be submitted by email to: [People@aqwest.com.au](mailto:People@aqwest.com.au)

Any questions can be directed to People and Culture at the above email address or by calling 9780950





## Aqwest Position Description

<b>Position Title</b>	Works Planner and Scheduler
<b>Position Level</b>	Level 5
<b>Business Area</b>	Water Services
<b>Department</b>	Works Management
<b>Industrial Instrument</b>	Aqwest Enterprise Agreement 2022
<b>Responsible to</b>	Coordinator Works Management
<b>Supervision of</b>	Nil
<b>Primary Location</b>	Water Services Centre, 2 Hayes Street, Bunbury 6230

### Vision

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

### Values

 <p><b>Accountability</b></p>	 <p><b>Integrity</b></p>	 <p><b>Respect</b></p>	 <p><b>Transparency</b></p>
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### Position Overview

To plan, scope and schedule planned and reactive work to ensure the works program is delivered in a safe, cost effective and efficient way while maximising customer satisfaction and minimising the impact of any disruption to the network.

### Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ul style="list-style-type: none"> <li>a) To ensure his or her own safety and health at work; and</li> <li>b) To avoid adversely affecting the safety and health of any other person through any act or omission at work.</li> </ul> <p>The employee shall:</p> <ul style="list-style-type: none"> <li>a) Comply with all Aqwest policies and procedures; and</li> <li>b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.</li> </ul>
Code of Conduct	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.

Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the <i>State Records Act 2000</i> .
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

## Key Responsibilities

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

- Developing clear and accurate job plans to ensure the safe and efficient delivery of the maintenance and capital work requirements.
- Producing a work schedule for treatment and network field teams that maximises utilisation, minimises unproductive time and supports achievement of the annual works program.
- Engage and coordinate contractors, ensuring alignment with internal support resources as required.
- Facilitate performance of contract management in line with Aqwest's contract obligations.
- Ensure job dependencies have been identified and documented (labour, materials, plant, services, outages and other requirements) to achieve deliverability of the works schedule.
- Responsible for work order life cycle management throughout the operational delivery processes.
- Coordinate and maintain the Annual Works Program, ensure quality of inputs.
- Ensure personnel, plant and equipment are adequately utilised within the works schedule.
- Participate in the tendering/quotation process in accordance with Aqwest's policies and procedures.
- Identify and report potential cost impacts (time, contractor, site changes etc) or other delivery risks.
- Contribute to the achievement of Aqwest's works management performance indicators with an emphasis on safety, environment, quality, customer and efficiency.
- Develop and update job packs to ensure inclusion of all necessary information and any other activity required to successfully perform the works.
- Communicate with internal and external stakeholders to deliver Aqwest asset maintenance strategies.
- Manage and improve work schedule changes to maximise productivity.
- Support the investigation and resolution of customer faults and complaints.
- Determine job costs and communicate variances to relevant stakeholders.
- Provide input into the development of the maintenance and capital asset strategies and budgets for network and treatment.
- Align and liaise with all stakeholders to coordinate outages, maximise productivity and minimise disruption to customers.

***The duties contained in this Position Description are to be used as a guide for the position.***

### Qualifications/Certificates/Licences

- Relevant certificate/diploma/degree or equivalent.
- C Class Driver's Licence.

### Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

#### Essential

- Demonstrated knowledge in job planning and scheduling within the Water Industry or equivalent.
- Demonstrated knowledge in interpreting and delivering Asset Management Plans and Strategies.
- Proven ability to manage time effectively, prioritise tasks and meet deadlines.
- Knowledge and experience with works management operating systems.
- Knowledge of Asset Management Lifecycle.
- Demonstrated problem solving skills.
- Well-developed interpersonal skills including written and verbal communication skills.
- Well-developed computer skills including the ability to operate the Microsoft Office Suite of programs.

#### Desirable

- Demonstrated experience in job planning and scheduling.
- Demonstrated experience in interpreting and delivering Asset Management Plans and Strategies.