



**GENERAL MANAGER**

**JOB & PERSON SPECIFICATION**

**JULY 2024**



## JOB AND PERSON SPECIFICATION

**POSITION:** GENERAL MANAGER

**REPORTS TO:** CPC BOARD OF DIRECTORS, MONTHLY TO CHAIR, OR AS OTHERWISE REQUIRED, AND TO THE FULL BOARD BY ATTENDING MEETINGS PER THE BOARD CALENDAR.

The General Manager has overall responsibility for the business on a daily basis.

These responsibilities encompass management of all of the business and operational activities including:

### **Business**

- ❖ Developing strategies and initiatives to meet the objective of providing the most reliable and cost efficient water delivery system as is practicable.
- ❖ Providing effective leadership, guidance and direction to the Company's other staff.
- ❖ Maintenance of good and productive relationships with the Company's customer/shareholders and Restricted Water Users
- ❖ Management of relationships with other industry stakeholders including relevant State agencies, local government and industry organisations.
- ❖ Providing strategies and ideas for the future development of the Company by being innovative, identifying opportunities and presenting these initiatives to the Board.
- ❖ Developing and implementing short-term and long-range business plans based on the strategies agreed to by the Board.

### **Operations**

- ❖ Maintaining a safe work environment for all staff, contractors and visitors.
- ❖ Managing the Company's energy requirements, including
  - Contracting/purchasing power under medium term contract
  - Managing the solar farm at Jervois (via SLA with third party)
  - Optimising daily power usage through pump effort balancing (kwh usage/ML delivered is a key KPI).
- ❖ Developing business procedures and computer based management systems for customer data storage and to meet the Company's operational requirements.
- ❖ Preparing recommendations on and implementing capital expenditure programs and development opportunities for the Company.



- ❖ Developing risk management plans, in consultation with the Board and identifying and advising on immediate and future risks to service delivery.
- ❖ Managing and administering the Company's Service Level Agreements and contracts.
- ❖ Developing computer-based procedures and controls for data management to promote communication and adequate access to information flow for stakeholders and customers.
- ❖ Developing and maintaining a sound management team including establishing policies to ensure adequate staff development to keep up with Company's operational growth.
- ❖ Developing a Maintenance Program, for both routine and emergency maintenance.
- ❖ Ensuring that the maintenance of the water delivery system infrastructure on a day to day basis and on a preventative maintenance basis is carried out.
- ❖ Strategic purchasing and storage of spares to ensure continual performance of the water delivery system.
- ❖ Monitoring and managing defects, and warranty provisions, of any construction contracts.
- ❖ Managing all Customer Water Delivery Contracts, and Restricted Water User Contracts including facilitation of transfers of shares and Water Delivery Contracts.
- ❖ Facilitating meter reading and monthly reporting to customers of usages.
- ❖ Monitoring the Company's own water use, reconcile this with availability and ensure that it meets its obligations to DEW on a monthly basis.
- ❖ Maintaining all relevant GPS data on pipes and pump stations and maintaining membership of "Dial before you Dig".

## **Finance**

- ❖ Preparing financial plans, budgets and forecasts for the Company's operations and projects.
- ❖ Managing the Company's finances including accounts and cash flow, budgeting and reporting, monthly invoicing to customers and term deposits.
- ❖ Liaising with the Auditors when they are reviewing the Company's operational and financial performance.

## **SPECIFIC REQUIREMENTS**

- ❖ The position will be based at the Company's office at Langhorne Creek.
- ❖ A flexible approach to working hours is necessary as out of hours work is required in the position.
- ❖ Liaising with customers and assisting them as necessary including out of hours contact.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.