

Position Description

Position Title: Senior Valve Consultant – Water Industry

Reporting to	East Coast Sales Manager
Liases with internally	Managing Director, Administration, Workshop, Engineers Sales Specialists, People & Culture, Finance & Legal, Marketing & Design
Liases with externally	Customers, Stakeholders
Purpose of the Position	<p>The Senior Valve Consultant – Water Industry is a career with John Valves that will offer a high-achieving professional an opportunity to make significant difference and influence in the water authority industry.</p> <p>John Valves provides planning and technical consulting services to the water industry to ensure a healthy future for the environment, industry and communities.</p> <p>Our consultant’s strength is combining our sound technical Valve knowledge and the ability to work through complex problems with a passion for working with the water industry to address their needs.</p> <p>Our reputation is built on great people – people who strive to make a difference and provide independent, informed and innovative advice to our customers. We are aiming to be one of Australia’s strongest regionally focussed consulting Valve industries and will achieve this position through a commitment to the sustainable development of rural and regional communities and industries in the water authority.</p>
Behaviours/Values	<p>Respect – We value all people, opinions, abilities and qualities</p> <p>Quality – Do it Once; Do it Right</p> <p>Integrity – Trust our service, people and products</p> <p>Teamwork – Where Everyone Wins</p> <p>Transparency – Dealing honestly and fairly with everyone</p> <p>Customer Focus – Your happiness is our success</p>
Essential Criteria	<p>The Senior Consultant is required to have the following:</p> <ul style="list-style-type: none"> • Proficient in MS Office (Word, Excel and Outlook) • Expand market awareness of our products and our industry experience by communicating features and benefits of our products and services effectively • Knowledge of the practical management of Occupational Health and Safety and ability to comply • Knowledge and experience in the Water Authority industry • Excellent numeracy and literacy skills • Manage and interpret customer requirements – speaking with clients to understand, anticipate and meet their needs • Excellent work ethic with high attention to detail and strong communication skills. • Analyse options and undertake concept design to ensure sustainable and practical approaches to the use of Valves in the management of water • Have the ability to work as part of a team. • Identify and resolve customer concerns; recommending a course of action to alleviate these concerns in the future • Support our customer to meet regulatory requirements • Maintain and expand upon current John Valve product Knowledge • Prepare clear and succinct plans, strategies and reports.

Preferred Criteria	<ul style="list-style-type: none"> • A bachelor's degree in business management, or extensive experience in a Technical/Mechanical background • Manufacturing knowledge an advantage • Knowledge of or awareness of Valves a distinct advantage.
Key Performance Indicators	<ul style="list-style-type: none"> • Punctuality • Prioritising work in step with any issues that arise • Ability to complete an assigned task within the required time frame • High attention to detail • High level of communication with the Production staff and members of the Management Team • Compliance with all John Valves systems, standards, policies, and procedures • Complete preventative maintenance requests as per schedule • Strong organisational skills

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow direction provided by senior members of the team, where authorised

Key Responsibilities for the Role

- Work requires extensive travel to current and potential customers and requires the possession of a valid driver's licence.
- Project Management
- Develop project work and identify and develop business opportunities
- Business development, including networking
- Strong interpersonal and communication skills.
- Respond to customer emails in a timely manner.
- Strong presentation skills and a professional appearance.
- Willingness to work a flexible schedule.
- Clearly articulating findings in written reports.
- Strong attention to detail
- Excellent time management skills; moving orders quickly and accurately for our customers
- Develop new leads and contacts in the water industry
- Prepare clear and succinct plans, strategies and reports

Key Competencies

- Mechanical aptitude for understanding
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures

- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.
- This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

Name:

Signature of Employee:

Date: