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# **Position Description**

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| **Position Title** | Coordinator Asset Management |
| **Directorate** | Sustainable Development & Infrastructure |
| **Level** | 8 |
| **Reports to** | Manager Asset Servies |
| **Responsible for** | Senior Technical Officer – Developments  Technical Officer – Asset Management  Technical Officer – Asset Management & Development  Project Planning Officer |
| **Direct Reports** |  |
| **Primary Location** | Margaret River Administration Centre |
| **Position No. & version** | ASS02 |

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| **Position Overview** |

* + To coordinate asset management services, forward capital works planning, infrastructure customer service and development compliance services.
  + To develop, implement and maintain infrastructure asset management systems and associated data and support the use of this system.
  + To coordinate organisational programs, processes and systems to ensure best practice asset management and continual improvement of asset management within the organisation.
  + To prepare, update and review asset management plans, asset management improvement strategies and associated works programs.
  + Coordinate Human Resources relating to area of responsibility.

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| **Position Responsibilities** |

**Asset Management Information Systems management**

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| * To Coordinate Asset Management Information Systems management services including:   + asset inspection and data collection programs   + revaluation of infrastructure assets   + financial modelling to guide renewal requirements and works programs   + prepare and review renewal-based works programs   + data collection and maintenance of asset inventories   + collection and validation of “as constructed” asset data from subdivision and development works for incorporation into Council’s asset databases.   + traffic count program and reporting   + management of GIS asset data * Develop and implement systems, policies and procedures to support asset management activities. * System administrator for asset management information systems (RAMM). * Convene quarterly meetings of the Asset Management Working Group to support continual improvement of asset management within the organisation. * Coordinate the development and updating of the forward capital work program. * Identify and provide training/mentoring to appropriate staff to promote and improve asset management within the organisation. * Prepare annual WA Grants Commission return and other surveys where asset data is required. * Investigate and respond to correspondence regarding asset management. * Provide technical support to the Manager Asset Services and Director Sustainable Development and Infrastructure. | **70%** |

**Development Compliance**

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| * To coordinate development services, including technical assessments of subdivisions and developments, site inspections for compliance and quality control, ensuring that required development and subdivision fees, bonds and developer contributions and as constructed plans are received and processed. | **5%** |

**Project Planning**

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| * To coordinate planning and scoping of capital projects, business case development, master planning/placemaking, feasibility assessment, approvals, grant applications/acquittals, financials and stakeholder consultation. | **5%** |

**Customer Service**

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| * To coordinate:   + provision of technical advice to customers on behalf of the Director of Sustainable Planning and Infrastructure and the Manager Asset Services in accordance with the Local Government Act, Council policies and procedures, standards and specifications.   + providing accurate information to customers, undertaking site inspections, recommending practical solutions to overcome problems encountered and organising for them to be carried out.   + liaison with other business units divisions, utility authorities, developers, contractors and the public on Operations maintenance and development matters, relating to works within the Shire.   + project management of minor projects, including the coordination of contractors and employees and overseeing quality of works that are completed within budgets and timeframes.   + preparation of grant applications and acquittals, reports for the Executive Leadership Team and Council. | **5%** |

**Operational Planning, Coordination and Reporting**

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| * Develop, coordinate and review operational plans relating to area of responsibility including:   + Asset services operational plan;   + Asset management improvement strategy;   + Forward capital works component of long-term financial plan;   + Workforce plan. * Preparation, submission and acquittal of grant applications. * Provision of engineering project management services on infrastructure asset management and minor capital works projects. * Investigate and report on asset management performance measured against industry benchmarks and agreed performance indicators. * Develop operational performance system including undertaking quarterly performance reporting. * Manage finances for reporting staff and assigned projects, including preparation of tenders. * Manage operational and strategic risks. | **10%** |

**Human Resources**

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| * Coordinate Human Resources including:   + Undertake recruitment, inductions and mentoring of staff;   + Undertake personnel performance planning, evaluation and disciplinary action (if required);   + Undertake personnel training needs analysis;   + Manage personnel issues and disputes; and   + Manage, monitor and audit safety and health, workers compensation and injury management processes and performance. * Coordinate team to fulfil its quality service and/or work standards. | **5%** |

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| **Position Requirements** |

**Essential**

* Demonstrated experience in coordinating asset management services and projects and proven ability to resolve operational issues.
* Experience in use of GIS systems and related data.
* Experience in development of technical data systems.
* Tertiary qualification in Civil Engineering or related field.
* Demonstrated experience in managing human resources and occupational safety and health.
* Proven ability to develop, implement and review asset management plans.
* Demonstrated experience in preparing and managing a budget and proven ability to undertake financial analysis.
* Demonstrated ability to research, analyse and investigate asset management issues and provide clear and concise communications, reports, and policies.
* Detailed knowledge of the legislative framework relating to asset management.
* Highly developed communication and interpersonal skills including the ability to provide professional advice to a variety of internal and external stakeholders.
* Proven ability to undertake operational planning processes that provide comprehensive management plans for delivering services or projects.
* Current ‘C’ Class Driver’s License.

**Desirable**

* Experience with use of RAMM asset management software
* Knowledge of the NAMS Plus (National Asset Management System) framework and Department of Local Government statutory requirements for asset management in WA.
* Graduate certificate in Asset Management or related field.
* Knowledge of current local government and industry best management practices relating to asset management.
* Knowledge of Local Government legislative framework as it relates to asset management.
* Project/Frontline Management or related Certificate.
* Working knowledge of Workplace Health legislative requirements.
* Demonstrated facilitation and engagement skills.
* Demonstrated ability to negotiate complex issues.

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| **Key Relationships** | |
| **Internal** | **External** |
| Department heads  Councillors  Council staff  Internal committees | Ratepayers, local businesses and residents  Community members and groups  Public utilities and authorities  Consultants, contractors and other professionals Developers  Associations of Local Government External committees |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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| **Acknowledgement** | | |
| Reporting Officer Name | Signature | Date |
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