

# Position Description

## Asset Management Lead

### Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

### Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

### Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



#### **A Achievement**

Deliver agreed outcomes for our community



#### **R Respect**

Act with honesty and integrity



#### **I Innovation**

Seek better ways



#### **S Simplicity**

Easy to do business with



#### **E Engagement**

Provide opportunities for all to participate

<b>Position Title</b>	Asset Management Lead
<b>Position Number(s)</b>	
<b>Classification</b>	6
<b>Reports to</b>	Manager Engineering
<b>Division</b>	Assets and Delivery
<b>Department</b>	Engineering
<b>Direct reports</b>	Asset and GIS Officer

## Position Purpose

This position is responsible for establishing and maintaining a financially sustainable asset management system across Council. This includes leading development and implementation of the asset management system, practices, and process improvement. The role coordinates development of the council's Asset Management Plans, annual capital works renewal planning, data collection activities, and capitalisation of assets.

## Key Relationships/Interactions

Internal

- Manager Engineering
- Senior Project Manager Infrastructure Delivery
- Manager Public Realm Urban Design
- Manager Property
- Manager Field Services
- Manager Finance
- Management Accountant Lead

## Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

# Key Accountabilities

The Asset Management Lead is responsible for asset management activities across the council for all asset classes including but not limited to Buildings, Open Space, Plant and Equipment, Stormwater, Transport, and Natural Assets (trees). These responsibilities include:

- Coordinating and preparing Asset Management Plans, Asset Management Strategy, and Asset Management Policy in line with legislative requirements and best practice.
- Delivering and maintaining a financially sustainable asset management system to support council's operations.
- Managing the asset register, including condition data, attributes, maintenance history, geographic information systems (GIS), capitalisation, and financial data.
- Develop and facilitate annual asset data and asset condition collection programs and projects.
- Coordinate annual renewal budget planning.
- Developing and maintain rolling 10-year capital and operational investment programs to maximise community outcomes across all asset categories.
- Delivery of the asset management improvement programs.
- Track and report on asset performance over time with respect to service levels and risk.
- Providing technical asset management expertise and advice to Staff, Councillors and the public.
- Coordinate system support, including training and administration for asset management.
- Develop, maintain and review internal asset management processes, procedures, and guidelines in relation to asset management systems, asset register, data collection, capitalisation, and asset valuations.
- Reporting internally and to Council as required, including annual reporting on asset management performance and service levels.
- Manage and supervise allocated contractors working on behalf of Council.
- Maintaining a formal record system for audit purposes that ensures appropriate records are kept.
- Develop and maintain strong, value-adding, respectful and positive relationships with key stakeholders.
- Proactively lead and influence organisational change based on Council's strategic and business plans.
- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.
- Actively seek and suggest ways to improve work practices and outcomes.

## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A tertiary qualification in Engineering, Asset Management, or relevant discipline or experience in a similar role</li> </ul>	<b>Essential</b>
<b>Technical Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience in developing Asset Management Plans</li> <li>Experience in developing and managing an asset management system including asset register and associated data</li> <li>Experience in developing data management frameworks and collection methods for assets</li> <li>Experience in using geographic information systems (GIS) and GIS analysis as it relates to asset management</li> <li>Experience in developing and establishing asset management system procedures and guidelines</li> <li>Experience in managing asset performance monitoring and reporting</li> <li>Knowledge of industry best practice for asset management</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b>
<b>Personal Capabilities</b>	<ul style="list-style-type: none"> <li>Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community</li> <li>Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals</li> <li>Ability to prioritise workload and meet set timelines</li> <li>Ability to be resilient, innovative, flexible and readily accommodate change</li> <li>Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement</li> <li>Ability to work both independently and in a team environment</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b>
<b>Collaboration &amp; Communication</b>	<ul style="list-style-type: none"> <li>Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both orally and in written form.</li> </ul>	<b>Essential</b> <b>Essential</b>
<b>Customer Service &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Demonstrated commitment to customer service and continuous improvement</li> <li>Actively participate and maintain a customer focused culture</li> <li>Actively seek and suggest ways to improve work practices and outcomes</li> </ul>	<b>Essential</b> <b>Essential</b> <b>Essential</b>
<b>Corporate</b>	<ul style="list-style-type: none"> <li>Working knowledge of the Microsoft Office suite and use of corporate technology</li> <li>Experience in the use of Technology One suite of applications</li> </ul>	<b>Essential</b> <b>Desirable</b>
<b>Government</b>	<ul style="list-style-type: none"> <li>Experience working in a government environment</li> </ul>	<b>Desirable</b>

# Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

## Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the organisation's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

## Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

## Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: \_\_\_\_\_ Direct Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_