

Position Description

POSITION	Asset Management Coordinator	
REPORTS TO	Manager Assets & Major Projects	
DIRECTORATE	Infrastructure Services	
BRANCH	Assets & Major Projects	
CLASSIFICATION	Grade 11	
STAFF	Asset Engineer GIS Officer Asset Management System Officer	
CONTACTS	Internal General Management and staff at all levels	External Customers Consultants Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To provide leadership, planning, organisation and control in the development, deployment, maintenance and improvement of Council's asset management system and related programs/projects.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- This position is responsible for the delivery of all asset management programs and projects articulated in Council's Asset Management Plan, Community Strategic Plan, Delivery Plan, Operational Plan, Financial Sustainability Plan, Fit For Future Plan, Balanced Scorecard, Internal Audit Reports and all other initiatives directed by the General Manager and also by Resolution of Council.
- Ensure asset management processes sustain external and internal reports that satisfy the requirements of Councils external and internal auditors.
- Develop and maintain the forward capital investment program.
- Work with the Construction Coordinator, Infrastructure Planning Coordinator, and Operations Coordinator on new capital works, capital renewal and maintenance programs
- Coordinate the completion of asset management activities within the operational units.
- Maintain and provide accurate asset data for corporate planning and reporting requirements.
- Coordinate community engagement regarding asset management and levels of service.
- Prepare reports for Council and advisory committees.

Financial Management

- Integrate the forward asset management plans and programs with the long term financial plan.
- Provide asset based financial data for external and internal reporting.
- Ensure compliance with delegations of the position is maintained.
- Ensure that asset management activities operate within budgetary constraints.
- Prepare annually the asset management program and project budgets.
- Prepare monthly production reports that reconcile program and project outcomes and deliverables against the corresponding financial allocations.
- Collaborate with the Finance Manager in the delivery of the asset valuation process.
- Prepare business cases for asset management programs and budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Promote and lead the team to create a high morale, team oriented, customer-focussed environment.
- Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to Manager.
- Be responsible and accountable for the safety of workers and company property under your supervision.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Tertiary qualifications in asset management, engineering, or equivalent demonstrated experience.

Experience

- Proven successful experience in the development, deployment, maintenance and improvement of an asset management system.
- Experience in community engagement related to asset management.
- Proven successful experience delivering quality project outcomes on time and within budget, including the demonstrated ability to prepare complex written reports, correspondence, and other documents relating to projects.
- Demonstrated experience in budget, procurement, project planning and related processes.

Knowledge

- A working knowledge of the application of the key Asset Management guidance standards and manuals.
- Demonstrated knowledge of the integrated technology and software that supports an Asset Management System.
- Sound knowledge of contemporary issues relating to Asset Management
- Sound knowledge of local government operations is preferred.

Competencies

Demonstrated ability in;

- Interpretation and application of asset management guidance resources.
- Advanced integrated database management
- Asset modelling software.
- GIS and related technology and software
- The management of multiple tasks and projects to deliver required outcomes within time constraints.
- Leadership of a team to deliver excellent customer service and quality outcomes within budget and time constraints
- High level of administration and organisation skills.
- Analysis of complex information, judgement and sound recommendations.
- Self management, continuous learning and growth.
- High level interpersonal skills including the ability to effectively communicate both in writing and verbally complex issues to stakeholders.
- Collaboration, networking and resourcefulness to efficiently problem solve, be innovative and continuously improve.
- Flexibility and responsiveness in your approach to work and adapt well to workplace change.

Selection Criteria

Essential Criteria

- Tertiary qualifications in asset management, engineering, or related discipline.
- Proven successful experience in the development, deployment, maintenance and improvement of an asset management system.
- Demonstrated leadership of a team to deliver excellent customer service and quality outcomes within budget and time constraints
- Demonstrated record of innovation and creativity in asset management.
- Excellent interpersonal skills including the demonstrated ability to effectively communicate both in writing and verbally complex issues to stakeholders.
- Proven commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Recognized high level of competency with asset management related software and the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Current Drivers Licence.

Preferred Criteria

- Demonstrated experience in budget, procurement, and project planning processes.
- Commitment to and understanding of process improvement and sustainability principles.
- Demonstrated knowledge of the Local Government Act, Regulations, and associated legislation as they pertain to asset management.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Manager Assets & Major Projects

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐