

Position description

Project Manager – Asset Systems

Summary information

Section	Greenspace Services	Directorate	City Assets
BCC number(s)	N/A	Position type	Term contract, full-time (24 months)
Grade	Grade 19	Skill descriptor	Band 3 Level 4
Reports to	Manager Greenspace Services	Direct reports	Yes
Approval limit	\$50,000	Release limit	\$0
Created/reviewed	July 2026		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible to:

- Lead the operational transition to mobile service delivery across the Directorate of City Assets through the implementation, optimisation and continuous improvement of enterprise operational systems, mobile technologies, workforce management processes and reporting frameworks
- Provide strategic and operational leadership in the integration of TechnologyOne CiAnywhere (CiA), mobile inspections, digital work management, operational scheduling, plant and fleet mobility initiatives, asset systems, reporting and workforce optimisation practices
- Act as the primary link between operational service delivery, asset systems, fleet operations, information technology and business stakeholders to ensure operational processes, systems and technology are aligned to improve efficiency, visibility, governance and service outcomes across City Assets
- Drive operational transformation, embed mobility into day-to-day business operations, improve resource utilisation, strengthen operational reporting and support data-driven decision-making across the Directorate.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree qualification in Civil Engineering, Asset Management, Information Systems, Business, Operations Management or related discipline
- Demonstrated senior experience in enterprise asset systems, operational improvement, workforce planning, mobility implementation or operational service delivery environments
- Demonstrated experience leading complex operational transformation, business improvement or enterprise system implementation programs
- Strong experience coordinating operational workflows, inspections, work management processes, scheduling and resource allocation activities
- Extensive understanding of enterprise asset management systems, operational reporting, asset lifecycle management and system integration principles
- Proven ability to engage, influence and collaborate with operational staff, management, contractors, IT teams and external vendors
- Demonstrated experience developing operational dashboards, performance reporting and business intelligence solutions
- Ability to work autonomously with multiple competing priorities within tight timeframes

- High-level written and verbal communication skills, including preparation of executive reports, business cases and strategic recommendations
- Demonstrated leadership capability within operational or technical environments with a focus on continuous improvement and innovation
- Current Class C driver's licence.

Desirable:

- Extensive experience in local and/or state government
- Experience with TechnologyOne Ci/CiAnywhere, GIS platforms, Assetic/Brightly, Power BI and related enterprise systems
- Experience implementing mobile workforce, field service management or enterprise asset management solutions
- Experience in plant, fleet or operational maintenance environments
- Understanding of asset lifecycle planning, capital works integration and operational governance frameworks
- Project management qualifications and/or experience.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

Operational mobility and transformation leadership

- Lead the transition of City Assets operational teams to mobile-first service delivery models.
- Develop and implement operational mobility strategies, frameworks and standards across City Assets.
- Translate strategic mobility objectives into practical operational workflows, procedures and implementation plans.
- Lead pilot programs, staged rollouts and continuous improvement initiatives associated with mobility transformation.
- Identify and remove operational barriers to workforce adoption and mobility utilisation.

Operational planning, scheduling and resource optimisation

- Lead the development of consistent work scheduling, resource planning and workflow management practices across operational teams.

- Improve visibility of workforce allocation, workload balancing, crew utilisation and operational performance.
- Support operational managers in optimising labour, plant, contractor and material resources.
- Identify opportunities to improve productivity, efficiency and service delivery outcomes through process redesign and technology integration.

Enterprise systems and operational integration

- Lead the administration, optimisation and governance of TechnologyOne CiAnywhere, GIS, Power BI and other operational systems supporting City Assets.
- Ensure operational systems effectively support inspections, defects, work orders, scheduling, compliance activities and operational reporting.
- Coordinate system upgrades, testing, enhancements and deployment activities.
- Ensure operational data is accurate, auditable, compliant and aligned with corporate data governance standards.
- Drive workflow automation and system integration opportunities that improve operational efficiency.
- Support enterprise asset system optimisation and alignment with Council's strategic objectives and service delivery requirements.

Plant, fleet and mobile operations

- Lead implementation of digital prestart checks, plant inspections and fleet-related mobile workflows.
- Improve visibility of plant allocation, utilisation, maintenance requirements, downtime and operational performance.
- Support integration of fleet and plant operations into enterprise mobility platforms.
- Work collaboratively with fleet and operational teams to replace manual processes with efficient digital workflows.

Operational analytics and performance reporting

- Develop and maintain operational dashboards, KPI frameworks and performance reporting tools.
- Monitor operational performance relating to work orders, inspections, response times, defects, plant utilisation and workforce productivity.
- Provide analytical insights and recommendations to support service planning, operational decision-making and continuous improvement.
- Support development of operational intelligence capabilities across City Assets.

Workforce adoption, training and change management

- Lead workforce adoption and change management activities associated with mobility initiatives.
- Develop training programs, procedures, user guides and operational standards.

- Provide coaching and support to supervisors, field crews, inspectors and plant operators.
- Act as the primary interface between operational users, IT, TechnologyOne consultants and management.

Strategic improvement and governance

- Lead operational improvement initiatives focused on service delivery, workflow optimisation and operational performance.
- Support alignment of operational systems and reporting with Council's strategic objectives, service levels and long-term financial planning.
- Prepare business cases, strategic reports, executive briefings and recommendations for senior leadership.
- Promote a culture of innovation, accountability, continuous improvement and data-driven decision-making.

General

- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.

- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

Operational systems and mobility

- Administer and optimise enterprise mobility and operational management systems supporting City Assets operations.
- Coordinate implementation and support of mobile inspections, work order management, digital forms and operational reporting systems.
- Ensure operational data captured through mobile systems is accurate, auditable and aligned with Council standards.

Reporting and analytics

- Develop and maintain operational dashboards, Power BI reports and performance analytics.
- Monitor operational KPIs, response times, workloads, defect trends and resource utilisation.
- Provide analytical insights and recommendations to improve service delivery outcomes.

System integration and data governance

- Coordinate integration between enterprise asset systems, GIS, operational reporting systems and corporate applications.
- Maintain data governance standards, system integrity and operational reporting consistency.
- Support operational and strategic reporting requirements across City Assets.

Workforce and continuous improvement

- Support workforce transition to mobile operations through training, stakeholder engagement and change management activities.
- Identify and implement operational improvement initiatives focused on workflow efficiency, automation and service delivery optimisation.
- Support operational scheduling, workforce planning and resource allocation initiatives.

General

- Support internal and external stakeholders with operational systems and mobility-related matters.
- Undertake special projects and continuous improvement initiatives as required.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: