

POSITION DESCRIPTION



Position title	Manager Facilities and Assets
Directorate	Infrastructure Services
Classification	Level 8 (Municipal Officer) ASTC EA
Position number	P3216
Responsible to	Director Infrastructure Services
Position status	Permanent Full-time
Position description approved	 Date: 12/8/2026

Primary Objective

The Facilities and Asset Manager is responsible for providing strategic and operational leadership for Alice Springs Town Council's facilities, asset management, fleet, and security services. The position is accountable for developing and implementing asset management strategies, facilities maintenance programs (preventative and reactive), fleet replacement and utilisation plans, security management frameworks, and capital works initiatives that align with Council's Strategic Plan, operational priorities, and long-term financial sustainability.

The role works closely with operational managers and service delivery areas, including the Regional Waste Management Facility, Animal Shelter, Alice Springs Aquatic and Leisure Centre, Depot, and other Council facilities, to ensure assets and infrastructure are fit for purpose, safe, compliant, functional, and maintained to the required standard.

As a key member of the Infrastructure Services leadership team, the position provides high-level strategic advice and recommendations to the Director Infrastructure Services and Executive Leadership Team on asset management, facilities operations, capital investment priorities, compliance obligations, and long-term asset planning.

Key Responsibilities

- Lead the development, implementation and continuous improvement of Council's Strategic Asset Management Framework, Asset Management Plans, Policies and Systems, ensuring the maintenance of accurate asset registers, condition assessments, lifecycle data and evidence-based decision making across Council's facilities and asset portfolio.
- Lead strategic and operational delivery of Council's asset portfolio, including facilities, buildings, fleet, plant, equipment, security systems, and associated infrastructure, through the planning, prioritisation and delivery of long-term capital works, renewal, replacement and optimisation programs.
- Contribute to and implement Council's strategic, municipal and business plans relating to the management, maintenance and optimisation of Council's facilities and assets, translating strategic objectives into measurable asset management, facilities management and operational service plans, budgets, performance targets and investment strategies that maximise asset performance, service outcomes and value for money.

- Oversee the management, maintenance and operational performance of Council's facilities and assets, ensuring assets are safe, compliant, functional, secure and maintained in accordance with legislative requirements, risk management frameworks and agreed service standards.
- Lead the delivery of preventative, predictive and reactive maintenance programs, driving continuous improvement, innovation, sustainability and service excellence across Council's facilities and asset portfolio.
- Provide advice to Executive Management and Council on asset planning, facilities management, security infrastructure, fleet operations, capital investment, risk management and asset lifecycle strategies.
- Develop, procure and manage complex service contracts, maintenance agreements and capital works contracts, including contractor procurement, performance monitoring, contract compliance and service level management to ensure value, quality and community outcomes are achieved.
- Manage operational and capital budgets, ensuring effective financial planning, resource allocation, forecasting and reporting to support Council's strategic and operational objectives.
- Lead and develop multidisciplinary teams and contractors, fostering a culture of accountability, safety, customer service, innovation, collaboration and continuous improvement.
- Identify, monitor and manage strategic asset, facility and security-related risks, ensuring compliance with relevant legislation, standards, policies, audit requirements and corporate governance obligations.
- Build and maintain strategic partnerships and collaborative relationships with government agencies, service providers, consultants and community stakeholders to support the effective delivery of Council's asset and facilities management objectives
- Manage activities and operations during disaster management and ensure operational readiness and continuity of essential services for future emergency events.
- Preparation of high-level reports and recommendations and represent Council at Committee meetings, forums and workshops as required, particularly in the event of directorate absences.
- Contribute positively to Council-wide initiatives, organisational development programs, and strategic priorities.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Degree qualification in Asset Management, Engineering, Facilities Management, Property Management, Business, Project Management or a related discipline, together with extensive relevant senior management experience; or an equivalent combination of qualifications and substantial experience in a comparable leadership role.
- Current National Criminal History check (less than 6 months old)
- Current C class driver's license to be able to drive in the NT.

Selection Criteria

Essential

1. Demonstrated experience leading the strategic management of diverse asset portfolios, including facilities, buildings, fleet, plant, equipment, security systems and infrastructure assets.
2. Proven ability to develop and implement asset management frameworks, lifecycle strategies, maintenance programs and long-term capital works plans aligned to organisational objectives.
3. Demonstrated ability to provide high-level strategic and operational advice to executive leadership and stakeholders, supporting informed decision-making and organisational outcomes.
4. Demonstrated experience in a positive leadership and management position, with the ability to lead change, foster a culture of continuous improvement and managing workforce performance, capability development, and operational outcomes.
5. Proven experience in procurement, contract management and the administration of maintenance, professional service and works contracts for a wide range of services.
6. Proven ability to prioritise, analyse and provide high-level strategic and operational advice on complex and sensitive issues, risks and strategies to support informed decision-making and organisational outcomes.
7. Demonstrated experience managing significant operational and capital budgets, including financial planning, forecasting, reporting and resource allocation.
8. High level oral and written communication skills including the ability to develop reports and to effectively communicate tailored information to diverse audiences in a concise and meaningful way.
9. High level stakeholder management skills with demonstrated ability to develop strong relationships and engage and collaborate with senior leaders, industry and the community.
10. Proven experience in leading contracts and stakeholder negotiations, with a strong ability for dispute resolution and resolving problems in the pursuit of removing or reducing complex risks, and deployment of risk mitigation plans.

Desirable

1. Demonstrated experience working within the legislative and regulatory framework of Local Government.
2. Knowledge of Alice Springs' operational environment, Infrastructure needs, and community priorities.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____