

Position Description

Position Title:	Asset Management Coordinator
Award:	<i>Queensland Local Government Industry (Stream A) Award - State 2017</i>
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 7, or as determined by Council
Employment Type:	Full time
Department:	Engineering
Reports to:	Director of Engineering
Direct Reports:	Asset Support & GIS Officer

POSITION OBJECTIVE

The Asset Management Coordinator is responsible for coordinating, developing, maintaining and continuously improving Council asset management framework, systems, data and planning processes across all Council asset classes.

The position provides technical leadership in relation to strategic asset management, lifecycle planning, condition assessment, asset information management, renewal forecasting and asset sustainability across roads, stormwater, water, sewerage, waste, buildings, housing, airport, open spaces, plant and equipment, land and other infrastructure classes relevant to Flinders Shire Council.

The role supervises and supports the Asset Support & GIS Officer to ensure Council asset and GIS data is accurate, accessible, reliable, appropriately documented and available to inform planning and decision-making.

The role supports informed decision-making by ensuring reliable asset information, Asset Management Plans and long-term asset renewal strategies are available to support service delivery, risk management, capital works planning and long-term financial sustainability.

The position is not responsible for day-to-day administration, booking, occupancy management, cleaning coordination or maintenance scheduling of Council facilities. These activities remain the responsibility of the appropriate support services and operational teams.

The role requires a high level of professionalism, technical capability, data discipline, collaboration and commitment to continuous improvement, ensuring asset management outcomes align with Council strategic objectives and community service expectations.

KEY POSITION RESPONSIBILITIES

Whole-of-Council Asset Management Framework

- Coordinate the development, implementation and ongoing maintenance of Council asset management framework.
- Support the review and implementation of Council Asset Management Policy.

- Support the development, implementation and review of Council Strategic Asset Management Plan.
- Coordinate the development, review and maintenance of Asset Management Plans for relevant asset classes.
- Ensure asset management activities support long-term financial planning, capital works planning, service delivery objectives and risk management obligations.
- Promote asset management as a whole-of-Council responsibility involving Engineering, Finance, Operations, Governance and service delivery teams.

Leadership and Supervision

- Provide day-to-day supervision, guidance and technical direction to the Asset Support & GIS Officer.
- Set priorities and allocate asset data, GIS, mapping and technical support tasks in accordance with Council priorities.
- Review and support the quality, accuracy and timeliness of asset and GIS data outputs.
- Support competency development, knowledge transfer and business continuity across asset and GIS functions.
- Conduct performance and development discussions in accordance with Council requirements.

Asset Management Plans and Lifecycle Planning

- Coordinate the ongoing maintenance of Asset Management Plans across Council asset classes.
- Ensure Asset Management Plans include asset portfolio summaries, data assumptions, levels of service, condition frameworks, criticality, risk, lifecycle strategies, renewal requirements and links to long-term financial planning.
- Coordinate asset renewal, replacement, upgrade and expansion forecasting across asset classes.
- Support development of long-term renewal programs based on condition, criticality, risk, service levels, lifecycle costs and financial sustainability.
- Assist in identifying renewal gaps, deferred maintenance risks and priority investment needs.
- Provide asset management advice to support annual budget development and capital works programming.

Asset Data, Registers, GIS and Systems

- Coordinate improvement and maintenance of asset data across Council asset systems and repositories.
- Lead the Asset Support & GIS Officer in maintaining Council GIS and technical asset data as a core source of asset information.
- Work with Finance, GIS, operational teams and consultants to improve alignment between physical asset data and financial asset registers.
- Support the development of a single source of truth for asset information.
- Coordinate data reconciliation between systems such as GIS, Authority, Reflect, MEX, spreadsheets, consultant reports and other asset data repositories.
- Develop and maintain workflows for updating asset data when assets are created, renewed, upgraded, revalued, disposed of, decommissioned or modified.
- Ensure asset data includes appropriate information on location, age, condition, useful life, materials, components, valuation, maintenance history and service performance where available.
- Support improvements to GIS data reliability, backup, documentation and knowledge transfer arrangements.

Condition Assessment and Maintenance Planning

- Coordinate condition assessment programs across relevant asset classes.
- Work with operational coordinators and supervisors to develop structured inspection and maintenance schedules.
- Support the development of planned maintenance programs for infrastructure, buildings, plant and other asset classes.
- Assist in establishing consistent methods for recording reactive and planned maintenance activities.
- Analyse maintenance trends to support improved asset renewal planning, preventative maintenance and risk-based decision-making.
- Support the development of maintenance checklists, inspection templates, asset handover forms and project close-out processes.

Financial and Capital Planning Support

- Work with Corporate and Financial Services to improve integration between asset management, depreciation, valuation, capitalisation and long-term financial planning.
- Support classification of capital works projects into renewal, upgrade and new components.
- Assist with whole-of-life cost analysis for capital works and major asset decisions.
- Provide data and analysis to support asset sustainability, renewal gap reporting and capital investment prioritisation.
- Assist with asset revaluation processes, asset componentisation and reconciliation of asset registers.
- Support budget submissions, grant applications and advocacy material with reliable asset information and lifecycle forecasts.

Governance, Risk and Continuous Improvement

- Lead and coordinate ongoing improvement of Council asset management framework, systems, processes and practices.
- Identify opportunities to improve asset management maturity, data quality, lifecycle planning and asset performance.
- Develop and implement asset management policies, procedures, workflows, checklists and tools.
- Support compliance with relevant legislation, accounting standards, audit requirements, Council policies and asset management good practice.
- Identify asset-related risks and assist with developing mitigation actions.
- Coordinate reviews of asset management processes and recommend improvements aligned with industry standards and good practice.

Stakeholder Engagement and Collaboration

- Work collaboratively with the Director of Engineering, Operations Manager, Civil Works Coordinator, Water and Sewerage Manager, Building Coordinator, Coordinator Open Spaces and Community Assets, Workshop Operations Coordinator and other asset owners.
- Work with the Facilities Administration Officer to ensure operational facility, housing, inspection and utilisation information is available for condition assessment, renewal forecasting and Asset Management Plans.
- Liaise with Finance regarding asset registers, capitalisation, depreciation, valuations and long-term financial planning.
- Liaise with consultants, contractors, valuers, government agencies and software providers as required.
- Support internal training and capability building in asset management practices.

- Communicate asset management concepts in a practical and accessible way to operational teams and decision-makers.

Reporting, Analysis and Continuous Improvement

- Prepare asset management reports, dashboards, registers, briefing notes and updates as required.
- Monitor asset management improvement actions and report progress as required.
- Analyse asset data to identify trends, risks, renewal needs and service delivery implications.
- Recommend improvements to asset management systems, processes and data quality.
- Support development of performance measures for asset condition, service levels, maintenance, renewals and asset sustainability.
- Contribute to continuous improvement of Council asset management maturity.

SELECTION CRITERIA

Essential

- Tertiary qualifications in asset management, engineering, infrastructure management, project management, GIS, finance, business, local government or a related discipline, or demonstrated equivalent experience.
- Demonstrated experience in asset management, infrastructure planning, asset data management, capital works planning, maintenance planning or related technical services.
- Sound understanding of asset lifecycle management, condition assessment, renewal planning, service levels and risk-based prioritisation.
- Demonstrated ability to manage and improve asset data across multiple systems or repositories.
- Ability to interpret and use asset registers, GIS data, financial asset information, condition reports, maintenance records and technical reports.
- Demonstrated ability to supervise, guide or coordinate staff and technical work priorities.
- Demonstrated ability to prepare reports, plans, registers, procedures and recommendations.
- Strong analytical, problem-solving and organisational skills.
- Well-developed written and verbal communication skills.
- Ability to work collaboratively with operational, technical, finance and executive stakeholders.
- Demonstrated ability to manage competing priorities and deliver outcomes within agreed timeframes.
- Sound computer skills, including Microsoft Office and ability to rapidly acquire knowledge of Council systems.
- Current unrestricted C Class drivers licence.
- Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

- Experience in local government asset management.
- Experience developing or maintaining Asset Management Plans.
- Knowledge of ISO 55000 principles, IPWEA asset management guidance, Queensland Audit Office asset management maturity frameworks or equivalent asset management good practice.
- Experience with GIS, Authority, Reflect, MEX or similar asset, maintenance or financial systems.
- Experience supervising GIS, asset data or technical support functions.

- Experience supporting long-term financial planning, asset revaluations, capitalisation or asset sustainability reporting.
- Project management experience.
- Knowledge of roads, stormwater, water, sewerage, buildings, waste, airport or civil infrastructure assets.

KEY PERFORMANCE INDICATORS

Asset Management Framework and Planning

- Asset Management Policy and Strategic Asset Management Plan reviewed, implemented and maintained in accordance with Council requirements.
- Asset Management Plans developed, reviewed and maintained for agreed asset classes.
- Asset Management Plans contain current asset data, levels of service, condition information, renewal forecasts, lifecycle strategies and financial planning linkages.
- Annual review cycle established and maintained for Asset Management Plans and key asset management documents.

Leadership and Asset Data Supervision

- Asset Support & GIS Officer work priorities established and monitored.
- Asset and GIS outputs reviewed for accuracy, completeness and timeliness.
- Performance and development discussions completed in accordance with Council requirements.
- Knowledge transfer and documentation activities progressed to support asset and GIS business continuity.

Asset Data Quality and Systems

- Asset data improvement actions completed in accordance with agreed operational plans.
- Asset data reconciliation processes established between GIS, Authority, Reflect, MEX, spreadsheets, consultant reports and other relevant repositories.
- Asset data update workflows developed and implemented for asset creation, renewal, upgrade, disposal and decommissioning.
- Asset data quality issues identified, prioritised and progressively resolved.
- Improved confidence in asset data accuracy, completeness and consistency across agreed asset classes.

Renewal Planning and Financial Sustainability

- Long-term renewal forecasts prepared and maintained for priority asset classes.
- Asset renewal, upgrade and new asset distinctions incorporated into capital planning processes.
- Asset data and lifecycle analysis provided to support annual budget, capital works and long-term financial planning processes.
- Asset sustainability, renewal gap and lifecycle cost information progressively improved.
- Asset management advice provided to support grant applications, advocacy and funding submissions where required.

Condition Assessment and Maintenance Planning

- Condition assessment programs coordinated for agreed asset classes.
- Planned inspection and maintenance schedules developed or improved for priority asset classes.
- Reactive maintenance data reviewed and analysed to identify trends and high-risk assets.

- Maintenance and condition data used to support renewal planning and risk prioritisation.
- Asset inspection, maintenance and project close-out templates developed and implemented where required.

Governance, Risk and Compliance

- Asset management procedures, workflows and checklists developed and maintained.
- Asset-related risks identified, documented and escalated where required.
- Audit and asset management improvement actions supported within agreed timeframes.
- Asset management records maintained in accordance with Council documentation and records management requirements.
- Compliance with relevant Council policies, delegations, procurement requirements and legislative obligations maintained.

Stakeholder Engagement and Capability Building

- Effective working relationships maintained with Engineering, Finance, Operations, Governance, consultants and other stakeholders.
- Operational teams supported to understand asset data, inspection, condition and asset handover requirements.
- Asset management training, workshops or knowledge-sharing activities supported as required.
- Asset management reporting and advice delivered in a clear, practical and timely manner.
- Positive contribution made to Council asset management culture and maturity.

Workplace Health and Safety

- Zero serious preventable workplace incidents within area of responsibility.
- Field inspections and site visits undertaken in accordance with Council WHS requirements.
- Hazards, incidents and near misses reported in accordance with Council procedures.
- Required training, licences and competencies maintained.

CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the Local Government Act 2009 to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the Work Health and Safety Act 2011 (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the Consultation, Cooperation and Coordination Code of Practice 2021.

Other Requirements

- This position operates from Council's Administration Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Director of Engineering, Asset Support & GIS Officer, Operations Manager, Water and Sewerage Manager, Civil Works Coordinator, Building Coordinator, Coordinator Open Spaces and Community Assets, Workshop Operations Coordinator, Engineering Officer, Facilities Administration Officer, Project Management Team, Corporate and Financial Services, Governance, GIS and Records staff, Executive Leadership Team and other Council employees as required.

External: Asset management consultants, valuers, auditors, software providers, government agencies, contractors, suppliers, funding bodies and other local governments as required.

Delegations: The Asset Management Coordinator works under limited direction and exercises delegated authority in accordance with Council's Delegations Register, Procurement Policy and relevant procedures.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature: _____ **Date:** _____

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: _____ **Date:** _____