

Leeton Shire Council

POSITION DESCRIPTION



Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Asset Management & GIS Coordinator
Directorate	Operations
Department	Utilities, Environment & Emergency Services
Location	Council Offices
Salary Grading	Grade 15
Employment Status	Ongoing (after the successful completion of a 6 month probation period)
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.
Supervisor	Executive Manager Utilities, Environment & Emergency Services
Staff Reporting to Position	GIS Officer
Key Internal Relationships	▪ Manager Roads & Drainage ▪ Manager Open Space & Recreation ▪ Manager Water & Wastewater ▪ Manager Finance ▪ Property Officer
Key External Stakeholders	▪ Contractors ▪ General Public ▪ Government Agencies

PRIMARY PURPOSE OF POSITION

- ❖ Responsible for overall management of Council's Asset Management operations.
- ❖ Implement and maintain processes for effective asset management within Council.
- ❖ Oversight of the GIS function within Council

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in the document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Regularly review and track budget expenditure.
- ❖ Develop cost, quantity and time estimates for activities.
- ❖ Timely and accurate statutory, internal and external reporting of budget allocations.
- ❖ Approve operational budget spend in accordance with agreed limits.
- ❖ Assist in the preparation and administration of the annual budgets and grant funding.
- ❖ Allocate funding in accordance with the Operational Plan.

Strategy:

- ❖ Contribute to continuous improvements involving internal systems of work.
- ❖ Establish direction and priorities for the team in line with the Operational Plan.
- ❖ Identify industry best practice and evaluate appropriateness for implementation.

Customer/Stakeholder:

- ❖ Ensure accurate records are maintained in Council's corporate systems for all customer queries and complaints.
- ❖ Lead, investigate and respond to customer enquiries in a timely manner.
- ❖ Monitor customer complaints and ensure issues are resolved in a timely manner.
- ❖ Participate in customer and stakeholder forums and meetings.
- ❖ Conduct user survey as required to measure and monitor customer satisfaction

People Management:

- ❖ Supervise and coordinate the activities of a team
- ❖ Monitor and quality check work outputs for the team
- ❖ Conduct probation reviews and training assessment annual review in accordance with Council policy and processes
- ❖ Lead and develop the team to ensure individual accountabilities and team performance objectives are achieved
- ❖ Clearly communicate LSC vision and values to all members of the team

Operations:

- ❖ To develop and keep current asset management policies, strategies and processes for Council, including public consultation on service levels.
- ❖ To lead the development and review of asset management plans and asset inspections and valuations in collaboration with asset managers.
- ❖ To manage asset inspections, including the updating of asset condition audits and reading Council's Asset Management System.
- ❖ To develop and negotiate service level agreements for asset management and provide planning and development advice where required.
- ❖ To manage the update of the Assets Register for all capital works projects.
- ❖ To assist in the modelling of future budget predictions and Long Term Financial Plans.
- ❖ Provide relevant audit reports to Council's finance department on renewals and depreciation for all asset classes.
- ❖ To be the primary source of specialist strategic advice in assets management for council.
- ❖ To support the preparation of capital works bids and support the preparation of estimates for capital works programs.
- ❖ To prepare contract documentation, including all aspects of tendering.
- ❖ To provide project and process improvements related to asset management.
- ❖ To provide technical support to customer service staff on asset management related matters.
- ❖ Ensure that the GIS Officer maintains a functional Geographical Information System, including the collection and capturing of Works as Executed Plans.
- ❖ Oversee Council's master data management, including matching de-duplication, reconciliation and validation across core systems.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- ❖ Attend all WHS training

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential

Qualifications/Licences/Experience:

- ❖ A Degree in Asset Management or equivalent tertiary qualifications with a minimum of 5 years relevant work experience.
- ❖ Willingness to work extra or outside normal business hours when required.
- ❖ Possess and maintain a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrated experience in Asset Management, including preparation of Asset Management Plans.
2. Demonstrate excellent interpersonal skills with the general public and fellow employees.
3. Demonstrate an ability to solve problems by examination and analysis of available options.
4. Demonstrated experience in contract and program management.
5. Demonstrated capability of writing standard reports using sound written communications skills.
6. Excellent organisational and time management skills, including the ability to set realistic goals and develop plans to achieve them.

Desirable Requirements:

- ❖ Degree/Diploma in Engineering


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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Asset Management & GIS Coordinator.

Dated this day of 20.....

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Signature