



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ASSET MANAGEMENT LEAD - URBAN ASSETS
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 7
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER BUILDINGS, LIGHTING AND ELECTRICAL ASSETS
DIRECT REPORTS:	NIL
POSITION NUMBER:	001147

POSITION OBJECTIVES:	- Reporting to the Team Leader Building, Lighting and Electrical Assets, the Senior Assets Officer Urban Assets is the lead asset management professional for the Urban, Recreation and Natural Assets Division, providing strategic leadership, specialist asset management expertise and guidance across a diverse portfolio of community infrastructure assets. - While retaining primary responsibility for the planning, development and optimisation of Council's building, electrical and public lighting asset portfolios, the role also plays a broader leadership function in driving asset management excellence across recreation, natural and urban assets. The position is responsible for championing best-practice asset management principles, embedding continuous improvement, and ensuring alignment between asset planning, service delivery outcomes and long-term financial sustainability. - As the senior asset management resource within the Division, the role provides leadership, mentoring and technical support to Asset Officers and other staff, fostering capability development and a consistent approach to asset management practices. The incumbent will lead the development and implementation of asset strategies, asset management plans, lifecycle planning and investment prioritisation to support Council's Strategic Asset Management Plan and Long-Term Financial Plan.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences

	• Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Technical Responsibilities: • To lead the development and implementation of asset management plans, ensuring alignment to organisational objectives and current and future community needs. This includes the development of a sustainable long term capital works prioritisation strategy and program in collaboration with stakeholders to gain support and endorsement from the board. • Development and implementation strategy for the 4 year capital delivery plan for asset classes in the relevant functional area. • To lead discussions and negotiations with internal and external stakeholders on a range of politically sensitive and complex infrastructure issues ensuring that discussion outcomes are aligned with corporate strategy. • Provide expert/specialist advice to internal and external stakeholders in the relevant functional areas taking into consideration, growth, changing community expectations the wider long term financial implications of Council and changing political environment. • To lead the management and Operation of key Council facilities ensuring that facilities continue to operate sustainably and visitors receive good customer experience. Contribute to or contract management of service contracts for facilities. • Optimise the performance of the assets, systems and processes in line with the strategic asset management plan objectives, to achieve the lowest lifecycle costs and maximise the benefits to the community. • To ensure that Asset Management Plans for the relevant functional areas are established and operating efficiently and sustainably delivering on strategic objectives and community expectations. • Develop. Plan and coordinate detailed proactive maintenance plans for relevant assets ensuring timely • delivery, excellent stakeholder management and working to allocated resources.

	• Undertaking comprehensive review of technical specifications and construction drawings to ensure that project outcomes will be achieved in the delivery of these projects. Ensuring that project outcomes are achieved at the end of the delivery cycle of the project. • Prepare high quality comprehensive, budget bids, technical briefs and documents and reports in a timely fashion taking into account the wider Council agenda and strategic outcomes. • Preparation of accurate budget estimates and schedule of quantities for building & facilities infrastructure works. • Monitor and evaluate project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes • Extract valuable insights from data to drive informed decision making, utilising the appropriate visualisation to facilitate the communication of complex information effectively to a range of audiences, in particular executive management and elected members. • Liaison with relevant government departments, service authorities and other stakeholders as required. • Provide leadership in the areas of continuous improvement, customer service, and human resource management in the delivery of service areas in a manner that supports the core values, behaviours and objectives of the Council. • Building strong relationships with internal and external stakeholders, forming strong business partnerships that facilitate good collaboration to deliver good outcomes for the community and key external stakeholders including other local and State government agencies. Contributes to: • Contribute to the development of Council's Strategic Asset Management Plan and Long-Term Financial Plan including preparation of funding projections (life cycle costing) for Building, Lighting and Energy Management Assets. • Working closely with relevant divisions to develop a long term strategy for buildings lifecycle in consultation with relevant internal and external stakeholders. • Contribute to the development of Council's Annual Business Plan. Preparation of budget estimates. • Contribute to the development of concept and detailed design. • Contributes to the implementation of Council's critical actions from the Sustainability Strategy and City Plan • Contributes to the development and implementation of the Divisions annual business plan, ensuring updates are undertaken in a timely manner, keeping all stakeholders up to date. • Contributes to the operationalisation of Council's enterprise risk management framework (ERM).
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.

	• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Tertiary qualification in asset management, design, civil engineering, architecture or related field and/or commensurate demonstrated experience in lieu of formal qualifications. • Comprehensive knowledge of principles, standards and legislative requirements of asset management and operations of local government. • Highly developed analytical skills and possess comprehensive knowledge on data analytic tools and methods. • High level of business and political acumen to develop business cases to support new and innovative initiatives. • Comprehensive knowledge and extensive experience in strategic planning and imbedding plans into business as usual. • Strong presentation and communication skills. • Sound knowledge of policies, regulations and statutory requirements relating to the work area. • Comprehensive knowledge of Council's financial and asset management systems. • Extensive knowledge of building standards – BCA & NCC. • Understanding ESM (Essential Safety Measure). • Strong report writing skills. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing. • High level of organisational and time management skills and be able to work autonomously. • Demonstrated ability in making decisions within team environment which progress the project's desired outcomes. • Demonstrated ability to understand standard financial reporting, including budgeting, profit & loss, cost benefit analysis and forecasting/projections.
DESIRABLE SELECTION CRITERIA:	• Experience working in a government environment.
SPECIAL CONDITIONS:	• Expected to attend where required relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward or as required. • Some work after hours will be required.

	As an Authorised officer, fulfil all requirements set out in relevant Legislation as delegated.
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: