



Position Description – Coordinator Asset Management

Division	Corporate Services
Portfolio	Governance and Risk
Business Unit	Asset Data Quality
Level	8
Reports To	Manager Governance and Risk
Prescribed Position	No

Position Objective

The Coordinator Asset Management coordinates the asset management function within the Corporate Services division and is responsible for supporting the integrity and continuous improvement of Council's asset management practices, systems and Asset Management Plans.

The role provides expert guidance in asset planning, lifecycle governance and asset intelligence to help ensure Council's infrastructure assets are managed and renewed in line with financial sustainability, risk management and service delivery objectives.

The role promotes cross-departmental collaboration to ensure asset management practices support informed decision-making, long-term financial sustainability, service outcomes and legislative compliance.

The position is responsible for leading a team, implementing fit-for-purpose asset management processes, leading continuous improvement initiatives within the asset management function, and ensuring asset management practices remain current and well-integrated.

Key Responsibilities

Strategic Asset Management Leadership

- Coordinate the implementation and ongoing improvement of Council's asset management framework, ensuring alignment with approved organisational strategies, financial plans and service delivery objectives.
- Ensure Asset Management Plans are contemporary, aligned to Council's Community Vision, are evidence-based, financially integrated, and support informed investment, lifecycle and risk-based decision-making.
- Coordinate asset management improvement initiatives and promote consistent asset management practices across relevant areas of Council.

- Provide specialist advice and recommendations to management on infrastructure risk, asset sustainability, lifecycle investment and service implications.

People Leadership

- Provide clear leadership and direction for the Asset Management team to deliver accurate, reliable and timely asset data, audit, valuation, handover and asset lifecycle management outcomes.
- Establish measurable team objectives, service standards and deliverables aligned to organisational priorities.
- Develop team capability, operational resilience and shared knowledge through mentoring, cross-training, process documentation, succession planning and professional development.
- Foster a constructive, collaborative and customer-focused team culture aligned with Council's values and service expectations.

Asset Management Planning and Lifecycle Governance

- Coordinate the review and improvement of Asset Management Plans to ensure they remain fit-for-purpose, integrated and reflective of current asset conditions, risks, climate and service requirements.
- Coordinate the delivery of annual asset management processes (including service level reviews, end-of-year capitalisation, condition audits, asset valuations, contributed asset updates, and audit preparedness) to ensure compliance with legislative and organisational requirements.
- Implement and maintain asset management procedures, lifecycle standards and internal controls to ensure the integrity, consistency and reliability of asset management information.
- Ensure asset lifecycle activities (asset creation, renewal, upgrade, capitalisation, disposal and decommissioning) are carried out under appropriate controls and accurately recorded in Council systems.
- Ensure asset management planning activities meet legislative and audit requirements and support effective financial management outcomes.

Stakeholder Engagement and Continuous Improvement

- Develop and maintain strong working relationships with Asset Owners, Project Delivery, Financial Services, Information Services, Performance and operational teams to support integrated asset management outcomes.
- Coordinate initiatives to improve asset management systems, internal controls, operational efficiency and service delivery outcomes.
- Maintain and improve operational procedures, process documentation, guidance material and internal controls relating to asset data governance and lifecycle management.
- Monitor and identify emerging asset management trends and legislative changes, and work with stakeholders to implement agreed improvements to asset management practices.

Corporate Responsibilities

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.

- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

Selection Criteria

Skills

- Demonstrated ability to coordinate and influence asset management outcomes within a complex infrastructure environment.
- Strong people leadership, stakeholder engagement and relationship management skills.
- Strong planning and delivery capability with the ability to manage competing priorities and achieve outcomes.
- Highly developed strategic thinking, analytical and problem-solving skills.
- Ability to mentor, guide and support team capability development.
- Ability to work collaboratively across operational, technical and financial stakeholders.
- Strong attention to detail and commitment to data integrity and governance.

Knowledge

- Contemporary asset management principles, asset lifecycle governance and asset data management practices.
- Infrastructure asset accounting, capitalisation, valuation and reconciliation processes.
- Infrastructure asset registers, condition audits, revaluation processes and lifecycle controls.
- Local Government asset management obligations, governance requirements and audit expectations.
- Asset management systems, asset data standards and data quality controls.
- Asset Management Plans, service level reviews, Long-Term Financial Planning and asset sustainability principles.
- Understanding of project handover, contributed assets and operational asset lifecycle processes.
- Understanding of continuous improvement, operational planning and process governance practices.

Experience

- Experience coordinating asset management programs or initiatives within local government or a comparable infrastructure environment.
- Demonstrated experience developing and implementing Asset Management Plans and asset management governance frameworks.
- Experience leading asset management improvement initiatives.
- Demonstrated experience leading, mentoring or developing staff within a technical or operational environment.

- Experience driving organisational asset management maturity and continuous improvement initiatives.

Qualifications & Requirements

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| • A tertiary qualification in Asset Management, Engineering, Infrastructure Planning, Financial Management, Information Management or related field and/or commensurate demonstrated experience in lieu of formal qualifications | Essential |
| • Professional accreditation or certification in asset management (such as IPWEA Professional Certificate in Asset Management Planning or similar). | Essential |
| • Australian Class C driver's licence (or equivalent) and willingness to attend on-site asset inspections and meetings as required. | Essential |