

TEAM LEADER ASSET PLANNING

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

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|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Thriving Community <i>A City where people have the opportunity to connect and flourish</i> | Prosperous Economy <i>A City with a thriving economy that enriches its local community</i> | Clean And Green City <i>A City that values its natural environment</i> | Places For People <i>An accessible City where people love to be</i> |
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

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| Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan | Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future | Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication |
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The position is:

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|----------------------------------|--------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------|
| Position Title | Team Leader Asset Planning | | |
| Department & Section | City Assets – Infrastructure Assets and Maintenance | | |
| Team | Asset Planning | | |
| Reporting to | Manager Infrastructure Assets and Maintenance | | |
| Positions Reporting to it | Assets Officer x 2, Assets Engineer, Asset Planning Officer | | |
| Classification and Stream | MOA 8 | | |
| Position Number | 2031 | Prescribed Position: | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |

How does this position contribute to our community?

The Team Leader Asset Planning provides leadership, planning and management of Council’s large asset portfolio to ensure our assets are fit for purpose and support delivery of services for the community.

This position works with teams across the organisation to understand the changing needs of the community and ensure City of PAE’s assets are sustainably managed and respond to these needs.

What does the position do?

- Provides leadership and management of the Asset Planning Team to ensure services and projects are planned and delivered to a high quality aligned with Council objectives and community outcomes
- Develops, promotes and implements effective strategic asset management plans that provide the foundation for effective and sustainable asset management
- In partnership with internal teams, leads the ongoing review and implementation of strategies, programs and systems that ensure best practice asset management
- Identifies and facilitates the review, development and implementation of Asset Management related policies and procedures
- Undertakes ongoing analysis of trends, opportunities and risks relating to asset management and initiate appropriate responsive strategies
- Contributes significantly in leading and directing innovation and change management programs relevant to the work area
- Fosters and supports collaboration and communication across the organisation to continue to build broad understanding and capabilities in asset management
- Delivers an asset audit program that captures and analyses data related to asset ownership, condition, value and renewals
- Leads initiatives within the organisation to ensure the effective collection and reporting of asset related data
- Establishes and maintains collaborative relationships with key stakeholders within the organisation, sector and other tiers of government
- Provides leadership in the ongoing development and improvement of Asset Management Systems

What outcomes does the position deliver?

- The Asset Planning Team supports the organisation to effectively manage assets that provide high quality community services
- Provision of strategic leadership and effective management of the Asset Planning Team to ensure quality, timely and integrated strategic and operational advice, plans and data relating to asset management

POSITION DESCRIPTION



- Strategically aligned asset management plans are in place to support the organisation
- Innovative and contemporary asset related practices are identified and implemented

The behaviours we expect the position to contribute to our workplace are:

- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Authentic leader who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- Responsible financial management
- Politically aware

Qualifications for the position

- Tertiary qualifications in a relevant Asset Management or related discipline and/or demonstrated experience at a senior officer level.

Experience

- Experience in leading high performing, busy teams
- Highly experienced in the area of asset management related to local government assets such as roads, drains, footpaths, buildings, fleet, parks & gardens
- Experience in leading and guiding the development, implementation and maintenance of highly complex asset management systems
- Experience in executing strategic goals and objectives through plans and operational programs
- Experience with GIS/spatial applications related to management of asset data
- Experience in using complex information systems and databases that support asset management.
- Experience in providing written and verbal communication of complex information in a clear and concise manner

Knowledge

- Extensive knowledge of asset management principles, systems, and practices.
- Knowledge of Geographic Information Systems and complex asset related data management.
- knowledge of Civil Engineering and Design Practices.
- Demonstrated understanding of financial principles and their relationship with asset management

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours

POSITION DESCRIPTION



- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.
- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____