



## Position Description – Building Assets Lead

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| <b>Division</b>            | City Futures   |
| <b>Portfolio</b>           | Property & Open Space                                |
| <b>Business Unit</b>       | Property Management, Planning & Strategy             |
| <b>Level</b>               | 6  |
| <b>Reports To</b>          | Coordinator Property Management, Planning & Strategy |
| <b>Prescribed Position</b> | Yes  |

### Position Objective

The Property Management, Planning & Strategy Business Unit is responsible for the management of Council buildings and other building related infrastructure assets. A primary objective of the Business Unit is to ensure that works and processes conform to time, quality, budget and service requirements in meeting the needs of the community.

The Building Asset Lead role supports the development of a strategic approach to the development and implementation of the Building Asset Management Plan that informs the management of building related infrastructure within the City of Charles Sturt. It also plays a key role in the formative stages of building projects including stakeholder engagement, early-phase design, development applications and budget acquisition.

The role delivers best-practice outcomes on a complex range of building related asset management activities that optimise the utilization, performance and lifespan of this infrastructure.

### Key Responsibilities

#### Building Asset Management

- Research, collate, analyse and present building asset related data to provide professional advice on building related infrastructure matters as they apply to the development and delivery of the associated Asset Management Plan and operational requirements of the Business Unit. This includes tracking building asset condition, performance and lifecycle.
- Working in conjunction with Asset Solutions, coordinate and ensure accurate and complete data is captured in relation to building assets that will assist in forward planning for asset maintenance, upgrade and renewal.

- Develop and implement strategies and initiatives to deliver best practice asset management outcomes across building related infrastructure to optimise the utilisation, performance and lifespan of building related assets.
- Act as subject matter expert, providing advice and support to resolve complex building related issues, including troubleshooting and improvements in efficiency and sustainability of building assets.
- Maintain a detailed contemporary knowledge of asset related standards, statutory requirements, policies, procedures and guidelines and their application relating to the position's deliverables.

#### **New & Renewal Building Project Initiation**

- Initiate the business unit's accountable projects through early phase design and stakeholder consultation and ensure efficient and effective handover for project delivery in line with the organisation's project management framework.
- Orchestrate building project budgets, including preparation of internal budget bids, external stakeholder contributing funding and grant funding.
- Initiate and provide technical advice in the procurement process for building and property related projects including preparing detailed specifications, quotations and make recommendations in relation to the appointment of contractors.
- Participation in project control groups or any other cross-organisational function through the project delivery process.
- Prepare and maintain associated project management reporting, including contributing to council reports.

#### **General**

- Prepare development applications and any other statutory requirements to ensure necessary compliance.
- Develop and foster collaborative working relationships across the organisation and with external stakeholders to understand community requirements and attain optimal outcomes for the Business Unit accountabilities.
- Liaise with and form a productive network with related industry stakeholders.
- Proficiently utilise Council systems and programs including asset management, financial, work orders, procurement and records.
- Ensure compliance of statutory obligations for the Business Unit's accountabilities.
- Ensure all projects and work comply with associated legislation, regulations and standards.
- Perform any other functions and duties as reasonably requested by the Coordinator.
- Assist the Coordinator to promote and provide a comprehensive and responsive service to achieve Service Agreements.

- 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.
- Follow defined Work Health and Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- 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.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

## **Selection Criteria**

### **Skills**

- Ability to coordinate works projects and organise contractors.
- Ability to decipher and comment on design documentation.
- Excellent stakeholder engagement and communication skills.
- Well-developed organisational and administrative skills in order to achieve set outcomes.
- Capable of meeting targets and fulfilling agreements.
- Effective problem solving, decision making and time management skills.
- Project management skills to initiate and implement associated projects.
- Effective report writing skills.
- Demonstrated ability to develop, implement and evaluate asset management plans and maintenance programs.
- Ability to interpret building plans, regulations and codes of practice.
- Ability and willingness to work as part of a team.
- Ability to work creatively and innovatively.
- Financial management skills.
- Intermediate computing skills including utilisation of the Microsoft suite of programs.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated behavior consistent with the organisational values.

## Knowledge

- Excellent knowledge of contemporary asset management principles.
- Excellent knowledge of statutory requirements relating to asset management.
- Excellent knowledge of project management principles.
- Excellent knowledge of building design processes and ability to appropriately interpret associated documentation.
- Sound knowledge of building construction techniques and processes.
- Sound knowledge of statutory requirements relating to building and construction e.g. Building Code of Australia.
- Sound knowledge of WH&S requirements and procedures.

## Experience

- Extensive experience in interpreting and developing asset management data.
- Substantial experience dealing with contractors and suppliers.
- Ability to author asset management related reports.
- Experience in property maintenance and building works.

## Qualifications

Tertiary Qualification in Asset Management and/or Project Management  
or lesser formal qualifications with demonstrated relevant experience

Desirable

Current C Class Drivers License.

Essential