



POSITION DESCRIPTION

Position Title:	Coordinator Asset Management		
Classification:	Band 8	Status	Max term – 6 months approx. (TBA)
Group:	Infrastructure and Environment	Business Unit:	Infrastructure Services
Reports to:	Manager Infrastructure Services		
Direct Reports:	Asset Capitalisation officer, Asset Accountant, Asset Management Analyst, Asset Management officer, Asset Systems officer, Asset Condition officer, Senior Asset Management Engineer	Date:	November 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council’s vision while maintaining a healthy, engaging, and inclusive workplace.



POSITION OBJECTIVES

- Providing strategic asset management advice and support for future direction relating to asset renewal and replacement.
- To develop and maintain a strategic asset management framework across the organisation, incorporating asset management planning for core asset groups to guide data driven decision making.
- Managing the development and implementation of Council's Asset Management Information System (AMIS) and associated modelling software.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- To provide sound professional advice and excellent service to all customers of the Asset Management team.
- Participate as a lead member of Council's Asset Management Steering Committee
- To provide advice, leadership, mentoring and support to staff within the Asset Management Team including review of outputs.
- Oversee the governance and corporate reporting for the team.
- To implement goals / outcomes based on the Council Plan and Business Plan including continuous improvement within the team.
- Assist the Manager in the development of annual unit and team action plans and goals to support the Cardinia Vision, the Council Plan, Asset Plan and Unit Business Plan.
- Oversee the management and delivery of projects, ensuring they are delivered to a high quality on time and within budget.
- Management of Council's corporate AMIS to ensure systems development and functionality meets Council's asset management needs.
- Oversee the data collection and management into Council's corporate AMIS related to new and existing assets
- Coordinate the development and implementation of the AMIS for recording asset inspection, maintenance, capital works and financial data
- Provide advice relating to the prioritisation and development of the capital expenditure program to address the Council's infrastructure renewal requirements.
- Development of annual capital works programs for Council infrastructure based upon data stored in the AMIS.
- Development and presentation of annual performance reporting on Councils Asset Management position.
- Ensuring condition assessments are undertaken on Council infrastructure in accordance with the requirements of associated Asset Management Plans, requirements and programs
- Develop and review Council's Asset Management Policy, Asset Plan and Strategy
- Coordinate the development and review of Council's Asset Management Plans for all major infrastructure groups
- Provide timely reports to management regarding condition, network performance and life cycle management of Council's infrastructure

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Deliver a positive internal and external customer experience focussed on the employee lifecycle.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Provide leadership, specialist advice, direction and expertise on policy, goals and projects within Asset Management to employees, leaders and key stakeholders to support the achievement of the Council Plan and organisational strategy and goals.
- Manage employee resources in accordance with the strategic workforce plan requirements.
- Manage business unit operational budget within set parameters and delegation of authority.
- Development and maintain related policies, practices, and procedures.
- Accountable for the recording and accuracy of Council's financial data pertaining to infrastructure

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with limited day-to-day management.
- Exercise independent judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions.
- Work involves the application of improvement suggestions, recommendations and problem solving
- Solve complex and high-risk problems.

SPECIALIST KNOWLEDGE AND SKILLS

- Maintain an awareness of current and emerging asset management issues and leading practice, including changes to legislation, standards, and the outcomes of major studies and reviews.
- High level of computer literacy and keyboard skills, including the ability to proficiently use spreadsheets, databases, geographic information systems and other relevant computer software.
- Demonstrated analytical skills including the ability to strategically appraise information (both statistical and written).
- Skills in policy and strategy development and policy interpretation.
- Well developed analytical and investigative skills with demonstrated ability to develop and establish new techniques and practices to improve existing work practices/systems.
- Knowledge of State and Local Government programs and policies relevant to this position, and/or the ability to seek out or establish links with current relevant projects.
- Sound knowledge of budgeting and accounting/financial procedures
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills.
- Proven ability to plan and implement workplace change to deliver outcomes for the community and organisation now and into the future.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.

- Display resilience and agility in a changing work environment.
- Possess excellent communication, negotiation, and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.

MANAGEMENT SKILLS

- Ability to effectively manage, coach and support employees throughout the organisation.
- Be proactive and prioritise activities according to level of urgency with the ability to achieve objectives despite conflicting pressures.
- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Promote a culture of learning by proactively seeking opportunities to challenge and develop team members and provides practical feedback to maximise performance.
- Support high performance through regular coaching with direct reports, and role modelling shared leadership.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing.
- Ability to effectively liaise with and co-ordinate the actions of external consultants.
- Lead and influence a collaborative and innovative values-based culture.
- Adopt a commercial and entrepreneurial approach to the design and implementation of programs.
- Foster innovation and improves work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in a relevant field.
- Experience in leading, mentoring and developing a team of diverse professionals.
- Demonstrated application of extensive knowledge and experience in asset management
- Experience in working in a complex, multi-disciplinary organisation.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence.

KEY SELECTION CRITERIA

- Financial acumen and the ability to manage business unit budgets effectively.
- Communication, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Understanding of emerging trends to ensure the decisions made by this position influence the outcomes for our community and organisation now and into the future.
- Leadership, authority, direction and expertise on policy, strategy, goals and projects within area of responsibility.
- Able to work independently and make sound decisions based on experience and good judgement.
- Knowledge and experience in asset management would be highly regarded.
- Experience in valuing, depreciating, capitalising and reporting on local government infrastructure in accordance with Australian Accounting Standards and the requirements of the Victorian Auditor General's Office
- Ability to deal with concerns effectively, diplomatically, and confidentially.
- Willingness to undertake learning and training in asset management.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full time maximum term position

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.