PO Box 3130, Bundaberg QLD 4670
190 Bourbong Street, Bundaberg QLD 4670
T 1300 883 699 F 4150 5410
E ceo@bundaberg.qld.gov.au
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ABN 72 427 835 198

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Asset Planning Team Manager	**Industrial Instrument:**	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	6593	**Classification Level:**	Contract
Employment Location:	East Depot	**Position Status:**	Full-time
Department:	Infrastructure	**Document Last Reviewed:**	20/01/2023
Branch:	Water Services		
Accountable To:	Planning & Delivery Manager		
Aim of Position:	The focus of this position is to lead the development of asset management plans and supporting activities such as asset class planning, asset criticality and condition assessment programs and manage the scoping of renewal projects to support the sustainable delivery of water and sewerage services to the community.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:

Communication and leadership   Respect   Innovation   Safety and wellbeing

Teamwork   Sustainability   Customer focus

Key Responsibilities

1. Lead the development and maintenance of Asset Management Plans (AMPs) and supporting Asset Class Plans (ACPs), which are aligned to industry leading practice, for Water Services' infrastructure.

2. Lead Water Services' asset criticality and condition assessments programs leading to the development of its annual asset renewal programs.

3. Lead the development of preventative Asset Maintenance Strategies in partnership with internal and external stakeholders ensuring that the strategies are reviewed periodically using asset performance data.

4. Coordinate detailed asset planning investigation programs and prepare project proposals and business cases for specific projects and programs.

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5. Research, investigate, analyse and write reports on a wide range of asset management planning matters.
6. Manage resources required for multi-disciplinary projects using sound management practices.
7. Lead Asset Planning Team by supervising and mentoring a team of professionals within the Planning & Delivery group.
8. Working knowledge of asset design and construction standards including WSAA Water and Sewer Codes and other relevant standards and codes relating to the water supply and sewerage assets.

It is expected that the incumbent undertakes other reasonable duties and tasks requested by Management within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements – Qualifications & Experience

Mandatory:

1. Tertiary qualification in an Engineering field, and/or significant and relevant experience in asset management and infrastructure planning environment.

2. Demonstrated experience in the development and review of Asset Management Plans and Asset Class Plans.

3. Demonstrated experience in asset criticality and condition assessment programs, detailed asset planning investigations and scoping of projects.

4. High level communication, engagement and leadership skills to facilitate stakeholder engagement in developing and maintaining professional relationships.

5. Well developed report writing skills for a variety of audiences including Council.

Desirable:

1. Project and program management experience.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building Relationships (mandatory)	**Building relationships with teams and stakeholders:** 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer Focus (mandatory)	**Understands customer perspectives and works across boundaries:** 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders

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Safety and Professionalism **(mandatory)**	**Champions and models safe, professional and ethical behaviour:** 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements **(mandatory)**	**Applies business management skill:** 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-Organisational Thinking	**Understands how their team's work aligns to Council's objectives:** 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading People	**Inspires individual and team commitment to achieve results:** 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing People with a One Team Focus	**Builds team capability:** 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving People's Performance	**Manages team performance:** 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing Stakeholders	**Manages internal and external relationships:** 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and work collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation

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Decision Making	**Displays rigour in advice:**
	1. Provides advice that is rigorously considered and supporting by a clear rationale 2. Looks beyond the obvious and persist with analysis and solutions 3. Makes timely decisions
Making Improvements	**Drives continuous improvement:**
	1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing Change	**Champions and implements change:**
	1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. **Workplace Health and Safety**	• Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. **Culture**	• Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. • Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. **Information Services and Technology**	• Protect and manage Councils information assets in accordance with legislative, Policy and process requirements. • Use Council's technology appropriately and with respect.
4. **Disaster Management**	• Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. **Customer Service**	• Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. **Financial Accountability and Governance**	• Models compliance with Council's procurement Policy. • Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. • Legislative Sub-Delegations and authorisations may also be applicable.
7. **Corporate record keeping**	• Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Incumbents Initials

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Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	• Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	• For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.

The organisational structure of Planning & Delivery is shown below.

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