

# Strategic Asset Services Administrator

<b>Department</b>	<b>Strategic Asset Services and Innovation</b>
<b>Division</b>	<b>City Services and Assets</b>
<b>Location</b>	<b>Depot (Five Dock)</b>
<b>Classification/Grade/Band</b>	<b>Grade 10</b>
<b>Position Code</b>	<b>CB0477</b>
<b>Date position description approved</b>	<b>September 2021</b>

## Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

## Primary purpose of the position

- To develop, implement, maintain, train and support Council's Strategic Asset Management Systems.
- To support Asset Custodians in their asset management for their respective asset portfolios.
- To develop Asset Management Plans.
- To update asset management policies and strategies.
- To develop, manage, maintain Council's Asset Corporate Registries including SAM and GIS, in order to provide accurate strategic asset planning and programs consistent with Council's Long-Term Financial Plan.
- Support Asset Accounting and Valuation performed by the Asset Custodians.
- Interface Asset Accounting and Valuation actions with Council's Finance Team.

## Key accountabilities

Within the area of responsibility, this role:

- To develop, implement, maintain, train and support Council's corporate Technology One Enterprise Asset Management System (EAM), Strategic Asset Management System (SAM), GIS, software, data improvement and other associated systems and programs.
- Operation of Council's EAM & SAM systems including data and coordination.
- Implement and manage systems that facilitates continual and automated asset and financial data improvement knowledge.
- Assist with the efficient and effective management of Council's Strategies, policies and systems.
- Liaise with Finance and Asset Custodian Teams to support the preparation strategic, capital, renewal, operational and maintenance programs consistent with Council's Long-Term Financial Plan.
- Assist with development and implementation of Council's Asset Management Policy and Strategy.
- Assist with the development and annual updating and reporting of Fair Value calculations over Council's assets classes with relevant asset managers.
- Procurement and management of asset management consultants to undertake asset management activities.

- Identifying training needs, provision of training materials and training to support the use of Council's corporate asset systems.
- Assist with the establishment of new networks both within and outside the industry in order to further Council's business interest and identify best practice management techniques and technologies in relation to strategic asset management procedures, processes and systems.

## Key challenges

- Provide guidance, input and manage processes where necessary for the preparation of annual reports, grant submissions, Department of Local Government reporting, AASB116 reports and other asset related statistical reports within specified timeframes.
- Through enthusiasm, leadership, staff development and professional guidance, motivate others to high levels of performance and achievement of Council's and Departmental objectives.
- Provide specialist and/or expert advice and facilitate on aspects of asset and infrastructure management, systems and software.

## Key internal relationships

Who	Why
The Strategic Asset Services Administrator is a key point of communication within Council's Department's area of responsibilities.	<p>Identify and pursue opportunities for joint approaches and innovative efficient services and practices.</p> <p>Provide a high level of communication, consultation and quality service delivery to the Department's clients.</p> <p>Liaise with other technical staff and relevant Council departments regarding research, development and implementation of life cycle cost modelling.</p> <p>To ensure systems and processes for managing assets integrate across other functional areas including GIS, finance, works order management and data capture across the organisation.</p>

## Key external relationships

Who	Why
The Strategic Asset Services Foster and strengthen effective linkages with external stakeholders to enhance Administrator is a key point of cooperation with other practitioners within Local, State and Federal Government communication with external and the private sector, and the Local Government Association.	<p>This contact is made to liaise, consult, advise and co-ordinate with external consultants in relation to Asst Management practices and Asset Inspection Audits.</p>

## Key dimensions

<b>Decision making</b>	<ul style="list-style-type: none"> <li>• To comply with the operational responsibilities unique to the position as outlined in the attached schedule.</li> <li>• Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.</li> <li>• Support management in the process of workplace reform, service efficiencies and the achievement of objectives by proactively working to identify process, policy and operational improvements.</li> <li>• Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.</li> </ul>

- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
- Carry out additional tasks within your skills set and related to strategic planning as assigned by Strategic Asset Services & Innovation leadership.

<b>Reports to</b>	Assets Systems Coordinator
-------------------	----------------------------

<b>Direct reports</b>	0
-----------------------	---

<b>Financial Delegation</b>	\$5,000
-----------------------------	---------

## Essential requirements

### Qualifications & Experience

- Degree or tertiary qualifications in either: Asset Management, Civil Engineering, Information Technology, Spatial/GIS, or extensive relevant experience in asset management procedures and systems within a complex organisational environment.
- Comprehensive knowledge and five years' experience in Asset Management (training in industry standard asset management systems) and a detailed understanding of the issues involved in asset management
- Demonstrated experience in the collection and analysis of qualitative and quantitative asset management data
- Experience and knowledge of asset management in relation to civil type assets eg. stormwater, parks, buildings, structures and road reserve infrastructure
- Proficiency in the use of computers, implementation of specialised software, systems and databases
- High level written and verbal (English) communications skills, including negotiation, conflict resolution and presentation skills
- Current Class "C" Driver's Licence

## Desirable requirements




### Experience

- Previous local government experience
- Experience with the development of Asset Management procedures and systems in Local Government or an organisation of similar complexity, including life cycle assessment and development.
- Experience in assisting with the preparation of legislative financial reporting such as AASB116, Special Schedule 7 and determination of Fair Value assessments.
- Civil Engineering knowledge of Council's infrastructure and assets to assist in updating asset registry for asset categories such as buildings, footpaths, kerb and gutter, parks, bicycle paths, roads.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b> Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	<b>Adept</b>
	<b>Display Resilience and Adaptability</b> Expresses own views, perseveres through challenges, and is flexible and willing to change	Adept
	<b>Act with Integrity</b> Is honest, ethical and professional, and prepared to speak up for what is right	Adept
	<b>Demonstrate Accountability</b> Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Adept
 Relationships	<b>Communicate and Engage</b> Communicates clearly and respectfully, listens, and encourages input from others	<b>Adept</b>
	<b>Community and Customer Focus</b> Commits to delivering customer and community focused services in line with strategic objectives	Intermediate
	<b>Work Collaboratively</b> Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Adept
	<b>Influence and Negotiate</b> Persuades and gains commitment from others, and resolves issues and conflicts	Intermediate
 Results	<b>Plan and Prioritise</b> Plans and organises work in line with organisational goals, and adjusts to changing priorities	Adept
	<b>Think and Solve Problems</b> Thinks, analyses and considers the broader context to develop practical solutions	<b>Adept</b>
	<b>Create and Innovate</b> Encourages and suggests new ideas and shows commitment to improving services and ways of working	Intermediate
	<b>Deliver Results</b> Achieves results through efficient use of resources and a commitment to quality outcomes	Adept
 Resources	<b>Finance</b> Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Foundational
	<b>Assets and Tools</b> Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Adept
	<b>Technology and Information</b> Uses technology and information to maximise efficiency and effectiveness	Advanced
	<b>Procurement and Contracts</b> Understands and applies procurement processes to ensure effective purchasing and contract performance	Foundational
 Workforce Leadership	<b>Manage and Develop People</b> Engages and motivates staff, develops capability and potential in others	<b>Foundational</b>
	<b>Inspire Direction and Purpose</b> Communicates organisational goals, priorities and vision and recognises achievements	Intermediate
	<b>Optimise Workforce Contribution</b> Hires and deploys people effectively and applies sound workforce planning principles	Intermediate
	<b>Lead and Manage Change</b> Initiates, supports and champions change, assists others to accept and engage with change	Adept

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Communicate & Engage	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence & Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Builds a network of work contacts across the organisation</li> <li>• Approaches negotiations in the spirit of cooperation</li> <li>• Puts forward a valid argument using facts, knowledge and experience</li> <li>• Asks questions to understand others' interests, needs and concerns</li> <li>• Works with others to generate options that address the main needs and concerns of all parties</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>• Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>• Is able to discuss issues from different angles and project impacts into the future</li> <li>• Considers the broader context when critically analysing information and weighing recommendations</li> <li>• Involves diverse perspectives in testing thinking and solutions</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Workforce Leadership</b> Manage & Develop People	Foundational	<ul style="list-style-type: none"><li>• Clearly explains work required, expected behaviour and outputs</li><li>• Gives regular feedback about positive behaviour and areas for improvement</li><li>• Provides appropriate support to enable development</li><li>• Recognises ongoing performance issues and seeks advice on managing them</li></ul>

---

# SCHEDULE OF OPERATIONAL RESPONSIBILITIES

## 1. Work, Health & Safety Responsibilities

### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### 1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- Providing advice to the Manager on WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- Including safety training and equipment in budgets.
- Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- Ensuring all workers have attended relevant induction and essential safety courses.
- Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- Maintaining awareness of legislation which regulates activities you are responsible for.
- Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- Ensuring workers are supervised by a competent person.
- Ensuring amenities are maintained in a safe and healthy condition at all times.

### **1.3. Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- Advising the Executive of WHS issues.
- Organise prompt provision of first aid or medical attention for injured workers when required.
- Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- The inclusion of health and safety requirements, including safety training and equipment in budgets.
- Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- Performing on the job inspections to ensure compliance with working procedures for safe working practices.



- Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- Effective procedures are in place, and are implemented, to identify hazards.
- All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBUs undertaking the work activity.
- Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- Appropriate amenities are available for all workers and PCBUs whilst they are in the workplace.
- That documents used in relation to the WHS Risk Management System are retained in a secure environment.

## 2. Workplace Behaviour Standards and Expectations

### 2.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

### 2.2. Managers' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- Not diminishing or seeking to excuse reported instances of harassment or bullying
- Providing constructive, regular, reasonable performance guidance
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and perspectives
- Allocating duties fairly, setting clear expectations and realistic deadlines
- Monitoring potential for and acting promptly on, bullying or harassing behaviour

## 3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## 4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

Value	Value Statements
<b>We act with integrity</b>	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
<b>We empower our people</b>	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
<b>We are respectful</b>	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
<b>We work together</b>	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
<b>We innovate</b>	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.