

## Position Description

<b>Position Title:</b>	Assets Coordinator – Stormwater
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Assets & Projects
<b>Salary Point:</b>	17
<b>Position Reports To:</b>	Asset Services Manager
<b>Staff Management:</b>	5 Direct Reports
<b>Budget Responsibility:</b>	\$8 million
<b>Date PD Reviewed:</b>	November 2019

### Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

### Workplace Health & Safety

<b>WHS RAA Level</b>	4a
----------------------	----

For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- Provide professional advice and information on the City's stormwater network, flood planning and water quality assets.
- Lead the Assets – Stormwater team by providing direction, instruction and guidance to empower and facilitate achievement of recognised goals.
- Coordinate the development of priorities for the Stormwater Program for the capital works program and the four and ten year forward works program.
- Develop Stormwater Program and funding strategies to resource large multiyear infrastructure projects or programs that require internal and external funding sources and include integration with other Program Coordinators.
- Utilise defined service standards and / or other asset management / operational information to optimise rehabilitation treatments and / or techniques.
- Support the service providers to develop cost effective maintenance and rehabilitation treatments including development of specifications and training.
- In conjunction with the service providers, provide direction, guidance and support to the organisation in relation to asset programs being developed.
- Develop service / intervention levels for all stormwater assets including negotiating mutually acceptable standards between service providers and asset operators.
- Assist in the development of service asset plans, asset management policies and service standards for the City's stormwater and flood planning infrastructure assets.
- Coordinate the development of CN's Flood policy, and Flood Risk Action plans to deliver on CN's CSP objectives.
- Develop, implement and monitor systems to improve maintenance outcomes and reduce exposure to public liability claims, including aspects of the State Wide Mutual Best Practice guidelines.
- Manage the capture of asset condition data and its corporate integration within programs as required.
- Manage the stormwater technical team reactive and proactive investigation program.
- Embrace contemporary HR activities including recruitment, training, performance management and annual performance development plans, with the assistance of People & Culture when necessary.
- Champion the inclusion and integration of WHS into all activities and practices.
- Foster and contribute to a team environment that creates a culture of safety, innovation and continuous improvement.
- Establish and maintain productive working relationships with internal and external stakeholders.
- Actively model CN's CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Degree level qualifications in Civil Engineering.
2. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives, effectively and efficiently.
3. A sound understanding of the principles of Asset Management.
4. Experience in the application of Risk Management Principals for the management of assets.
5. Excellent written and verbal communication and negotiation skills, with demonstrated experience writing reports, preparing/monitoring budgets and influencing outcomes.
6. A strong understanding of the requirements of project management.
7. Knowledge of the principles of implementing processes and systems.
8. A high degree of decision making and problem-solving skills with the ability to prioritise.
9. Experience in the identification, analysis and resolution of issues relating to Asset Management.
10. High level of computer literacy, with an emphasis on applying such skills in the program coordination and asset management environment.
11. White Card (or willingness to obtain) and Class C Driver's Licence.

### Desirable

1. Experience in coordinating asset condition and inventory surveys.
2. Thorough knowledge of statutory requirements including Fair Value, relevant Acts and Standards as they relate to the management of Local Government infrastructure.
3. Post graduate qualifications in asset management, natural resource management, hydrology and hydraulics, environmental or related fields.