

Position Description

Position Title:	Assets Coordinator – Support Services
Directorate:	Infrastructure & Property
Service Unit:	Assets & Projects
Salary Point:	17
Position Reports To:	Asset Services Manager
Staff Management:	8 Direct Reports
Budget Responsibility:	\$7.5 million
Date PD Reviewed:	November 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². 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

WHS RAA Level	4a
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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 matters relating to CN's retaining walls, structures and bridge assets, and asset systems.
- Lead the Assets – Support Services team by providing direction, instruction and guidance to empower and facilitate achievement of recognised goals.
- Identify and lead the coordination of the Asset Systems register and business improvements and provide support services to Asset Coordinators and internal stakeholders on asset registers.
- Coordinate asset condition data collection in coordination with Asset Coordinators, internal stakeholders and clients.
- Develop retaining walls, structures, and bridge renewal priorities for the annual, four and 10 year program. This includes the identification of funding strategies to resource large multi-year infrastructure projects that require internal and external funding sources and include integration with other Asset Coordinators and the Program Manager – City Wide.
- Utilise defined services, 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 specification and training.
- In conjunction with the service providers, provide direction, guidance and support to the organisation in relation to asset programs and projects being developed and delivered.
- Develop service / intervention levels for roads and footpath 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 retaining walls, structures, and bridge infrastructure assets.
- 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.
- Liaise with internal and external clients on issues relating to Asset Management for retaining walls, structures and bridge infrastructure.
- Provide internal and external reporting for Council's retaining walls, structures, and bridge assets as required by legislation, internal process and external agencies.
- 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 of duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Degree in Structural or Civil Engineering.
2. Demonstrated ability to manage the financial and operational components of large and technically complex infrastructure maintenance and rehabilitation projects / programs.
3. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives, effectively and efficiently.
4. Extensive experience in rehabilitating, repairing and maintaining infrastructure, specifically retaining walls, structures and bridges, and an advanced understanding of total asset management.
5. High level of computer literacy and demonstrated understanding of asset management systems including asset deterioration and renewal modelling.
6. Excellent written and oral communication and negotiation skills, with an emphasis on applying such skills in a technical, systems and community consultative environment.
7. Thorough knowledge of statutory requirements as they relate to the management of local government infrastructure, for example, Local Government Act, Roads Act and related legislation.
8. Proven customer service orientation, including the ability to develop systems for the implementation of achievable and equitable service levels.
9. High degree of decision making and problem-solving ability particularly relating to the development of asset programs in a fiscally constrained environment.
10. Experience applying Risk Management Principals for the management of assets.
11. White Card (or willingness to obtain) and Class C Driver's Licence.

Desirable

1. Demonstrated ability in coordinating asset condition and inventory surveys, including establishing methodology and capture systems that meet information requirements and customer service needs and specialised knowledge in maintenance and design of built or natural infrastructure.
2. Thorough knowledge of contract and tendering procedures and practice.