

# Asset Development Officer

## Role purpose

Provide technical, project and asset management support to the planning and implementation of the City of Hobart bushland capital works and asset renewal programs.

## Role overview

<b>EA and Classification</b>	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 3
<b>Position Description Number</b>	9833
<b>Number of direct reports</b>	0
<b>Responsible for total staff</b>	0
<b>Delegations and Authority</b>	None
<b>Budget level</b>	Nil
<b>Division, Unit, Team</b>	City Life Division, Bushland Biodiversity & Waterways Unit, Bushland Infrastructure Team
<b>Immediate Manager</b>	Program Leader Bushland Infrastructure (4034)



# Role accountabilities Key result areas

## Strategic

- Plan, document and coordinate the implementation of bushland infrastructure, capital renewal and the asset management plans.

## Corporate

- Nil

## Unit

- Develop Statement of Works activities which include defining project scope and objectives, technical specifications, obtaining relevant permits, community engagement for bushland projects.
- Coordinate the preparation and review of Asset Management Plans (AMP) for all asset groups within the Unit.
- Coordinate inspection and maintenance programs for bushland assets.
- Provide technical support and assistance to the Bushland Infrastructure team through preparation and implementation of processes and procedures to improve the data accuracy and management for bushland assets
- Development and preparation of service levels for Council's bushland infrastructure assets.
- Actively contribute to the development of strategic planning initiatives within the Unit, including providing advice and assistance to support continued development and improvements to the practical connectivity of the City's recreational track and trail network.
- Ensure climate change consideration is applied through project planning and design to increase the resilience of the Council's bushland infrastructure.



- Ensure that the City's quality and environmental management systems, safe work procedures, and the requirements of the Work Health and Safety Act are met in relation to all work activities.
- Assist in conducting fuel reduction burning and wildfire suppression operations and in responding to bushland emergency incidents as required, including periodically working extended shifts.



### Leadership

- Nil

### Professional advice

- Nil

# Qualifications, licences and competencies

## Essential

- Bachelor Degree or higher in Project Management or Natural Resource Management.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.
- Capacity to periodically work extended shifts associated with incident response situations

## Desirable

- Certificate in Asset Management.
- Experience in delivering Capital Works projects for recreational assets in a bushland/natural area context.

# Selection criteria

## Knowledge and experience

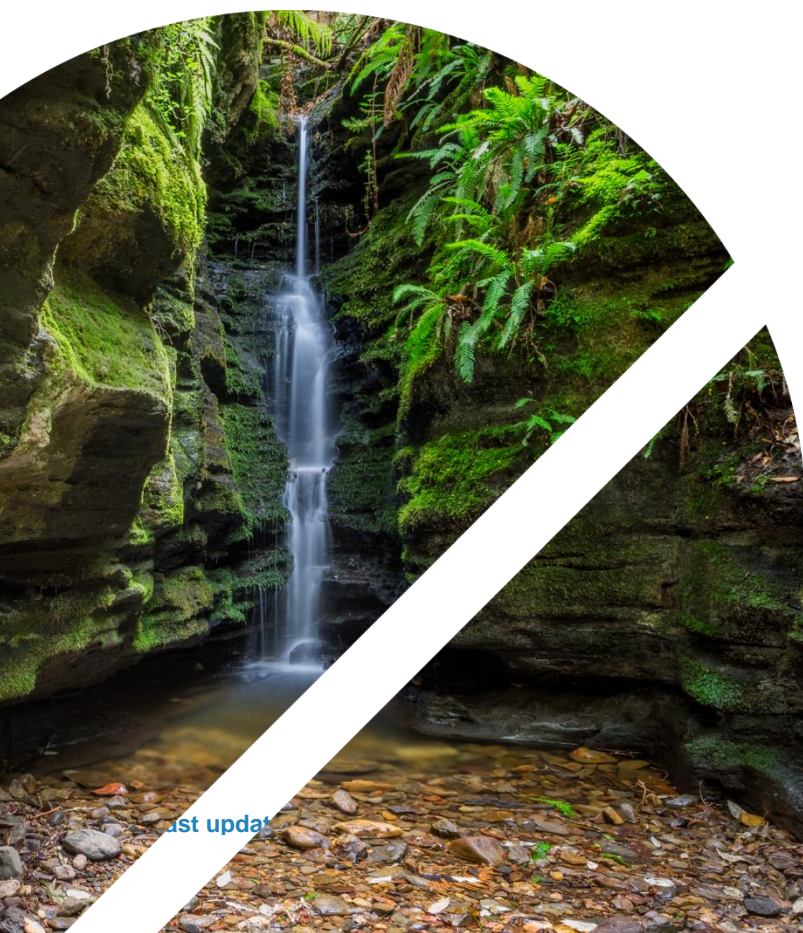
1. Extensive knowledge and experience in project and contract management, including preparation of technical specifications and contract documents, and procurement management.

### Skills and competencies

2. Proven project management experience involving the planning and implementation of asset management projects.
3. Demonstrated ability to undertake asset data collection and formulate into works programs.
4. Highly developed written and verbal communication skills.
5. Highly developed interpersonal skills including problem solving skills and ability to consult, engage, negotiate and resolve issues and conflicts with stakeholders and the community.

### Behavioural competencies

6. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



## Behavioural Competency Framework

### Our Values

#### People

**Care about people – our community, customers and colleagues.**

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

#### Teamwork

**We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.**

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

#### Focus and Direction

**Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.**

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

## Behavioural Competency Framework

### Our Values

#### Creativity and Innovation

**Embrace new approaches and continuously improve to achieve better outcomes for our community.**

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

#### Accountability

**Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.**

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.





# Behavioural Competency Framework

## Operational

### Safe working practices

**Maintain a safe working environment.**

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

### Policies and procedures

**Comply at all times with policy and protocol requirements.**

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

### Legislative framework

**Works within legislative framework.**

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

### Risk management

**Take a risk management approach.**

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

### Judgement

**Identifies and acts on issues and develops quality solutions, setting high standards of decision making.**

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

## Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – High Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

### Notes

7. Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
8. The employee is responsible for notifying any new criminal convictions during the course of their employment.
9. The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

# prin- -cip les



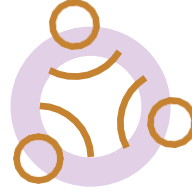
## Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



## Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



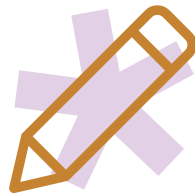
## Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



## Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



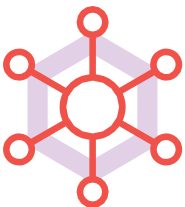
## Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



## Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



## Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



## Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

