

POSITION DESCRIPTION

Position Title:	Finance and Asset Specialist	Position Code:	4-CAS
Division:	Organisational Performance	Grade:	H
Location:	Dubbo/Wellington	Hours/Week:	35
Reports to:	Chief Financial Officer		
No. Direct Reports:	1	No. Indirect Reports	Nil

Primary Purpose of Position

The Finance and Asset Specialist will be responsible for the implementation of identified improvement projects across the organisation and for overseeing Councils Asset Management capability. The position provides input to Council's Asset Management Policy and Strategy and provides specialist Asset Management advice and direction to other Managers of Council.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Strategic Asset Management	<ul style="list-style-type: none"> Lead the development of the Strategic Asset Management Plan and work closely with asset owners to develop and maintain robust asset management plans that are used to guide asset renewal and operational budgeting. Develop and embed technical and general asset management processes and techniques for the asset portfolio and prioritise activities based on asset risk and service delivery requirements. Provide expert technical advice, guidance and mentoring relating to strategic, tactical and operational asset management frameworks and processes. Oversee the accuracy and completeness of asset management data across the organisation Oversee the plan to reduce Councils infrastructure work in progress backlog. Oversee the annual development plan to reduce Councils infrastructure renewal gap. Oversee the annual asset verification program. Champion the Pulse Project Management & Control module. Calculate Asset Management metrics as required.
Asset Management Working Group	<ul style="list-style-type: none"> Coordinate and ensure that the Asset Management Working Group meets regularly and reports to the Executive Leadership Team.
Provide technical and professional advice regarding asset management	<ul style="list-style-type: none"> Input provided to annual Operational Plan development specifically in relation to asset management expenditure. Capital works prioritisation program is developed annually.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> Promote and provide guidance on best practice asset management across Council. Develop corporate asset management solutions to assist with achieving financial sustainability. Assist asset managers to maintain and implement improvements to their asset management systems. Champion the annual Asset Revaluation schedule. Provide accounting advice for infrastructure, property, plant and equipment assets.
Project Management	<ul style="list-style-type: none"> Manage the planning and delivery of corporate projects when required. Undertake project, research and analytical work as required. Manage project teams to ensure project outcomes are achieved. Implement and manage a project management framework to ensure the success of projects. Engage with key stakeholders to ensure project outcomes are met in accordance with business objectives. Identification of continuous improvement opportunities that adapt policies and processes to changing business environments. Providing commentary and insight to the CFO on significant issues arising from reports and performance. Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.
Policy Review	<ul style="list-style-type: none"> Establish and review financial policies as needed.
Corporate Reporting, Planning and Monitoring	<ul style="list-style-type: none"> Assist the divisional requirements of the Corporate Planning process. Assist the Managers with input into the following strategic plans & documents; <ul style="list-style-type: none"> Delivery Program Operational Plan Provide input into corporate plans, reports, programs, and policies as required.
Communication	<ul style="list-style-type: none"> Form positive, collaborative and customer-focused relationships with internal and external stakeholders.
Leadership	<ul style="list-style-type: none"> Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation. Provide the communication link from the Manager to the members of your branch.

Key Accountabilities / Duties

Team/People Management	<ul style="list-style-type: none"> • Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with Council policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control. • Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. • Foster a culture that values its people and encourages and supports Council's values. • Ensure appropriate communication to your team to ensure awareness of relevant key issues.
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Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- This position is supplied with a mobile computing device for use on Council business.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours. Personal calls are to be reimbursed regularly.
- Class C Drivers Licence.
- General Construction Induction card

Selection Criteria

Essential

1. Bachelor in Business Management, Accounting or a related discipline.
2. Solid experience with development or operation of asset management systems.
3. Demonstrated business acumen and analytical skills, with the ability to provide high quality business and financial advice across a multiple disciplinary team.
4. Demonstrated understanding of asset management principles including the link between asset management and financial sustainability.
5. Experience leading a team to plan and deliver work against agreed objectives.
6. Highly developed communication, leadership and negotiation skills with the ability to effectively manage and or coordinate with a variety of stakeholders.

Desirable

7. Demonstrated experience in Local Government.
8. Advanced Excel and database query skills.

Organisation Wide Accountabilities

Corporate Values	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: