

ROLE DESCRIPTION

Coordinator Asset Management

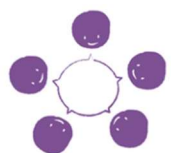


Directorate	Chief Operating Office
Department	Shared Services
Reporting to	Head of COO Shared Services
Position Number	2973
Band	Band 3, Level 3
Grade	20
Date of Review	December 23

Council Overview

At Lismore City Council, we are driven by our passion for creating a better future where we live, work and play. We believe in working as one yet staying true to ourselves. Help make a positive impact on our community while enjoying a rewarding career of opportunities. Lismore City Council, where it's possible to love what you do

Our Values



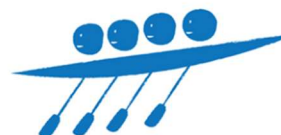
Communicate



Passionate



Respect



Strive

Primary purpose of the role

The Coordinator of Asset Management is responsible for managing the council's portfolio of infrastructure assets in accordance with the council's Asset Management Strategy. The primary purpose of this role is to set long-term direction for sustainable asset management practices, including revising the council's Asset Management Strategy and Plans based on agreed levels of service that meet the needs of the community. The role also involves working with internal and external stakeholders to ensure that the council's assets are managed efficiently and effectively.

The role involves close engagement with various departments to align asset management practices with organisational goals. It requires a strategic approach to resource allocation, budget management, and the development of long-term asset plans that consider the evolving needs of the community and the Council.

Key Accountabilities

- Develop and implement strategic plans for the management of Council assets, ensuring alignment with organisational objectives.
- Oversee the entire lifecycle of assets, from acquisition to disposal, with a focus on optimising performance and maximising value.
- Conduct regular assessments of asset condition and performance, providing accurate and timely reports to inform decision-making.
- Ensure assets comply with relevant standards, regulations, and legislative requirements, maintaining a high level of governance and accountability.
- Effectively manage budgets related to asset maintenance, renewal, and improvement projects, optimising resource allocation.
- Collaborate with internal departments to understand their asset needs and incorporate them into the overall asset management strategy.
- Identify and manage risks associated with asset management, implementing mitigation strategies to safeguard Council assets.
- Stay abreast of technological advancements in asset management systems and integrate relevant tools for improved efficiency.

Key Challenges

- Optimise asset management practices in the face of budget constraints and competing organisational priorities.
- Address challenges related to the accuracy and availability of asset data to support informed decision-making.
- Manage and meet community expectations regarding asset performance, service delivery, and infrastructure resilience.
- Stay abreast of and adapt to evolving regulations and standards impacting asset management practices.
- Effectively integrate emerging technologies into asset management processes while ensuring staff competency and system reliability.

Qualification Requirements

- Proven ability to develop and implement strategic plans for asset management aligned with organisational goals.
- Demonstrated leadership skills in guiding a team towards effective asset management practices.
- Strong analytical skills to assess asset performance, identify trends, and make data-driven decisions.
- Excellent communication skills to liaise with internal stakeholders, ensuring a collaborative approach to asset management.
- Eligibility for membership of a professional body (LGEA, IPWEA, IEA).
- Tertiary qualifications in Asset Management, Engineering, or a related field, with a minimum of 5 years of relevant experience.
- Current Class C Driver's Licence.

Organisational Obligations

- Adhere to Council's Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Role Dimensions

Technology

Laptop, Dual Monitor, Headset, Mobile Phone

Immunisation Requirements

Nil.

Key Relationships

Who	Why
Internal	
Head of Section	<ul style="list-style-type: none"> ✓ Escalate issues, keep informed, receive guidance and instructions and contribute to decision making. ✓ Participate in meetings and discussions to share information, provide advice, input and feedback. ✓ Identify sensitive issues, risk & opportunities and recommend potential solutions. ✓ Provide regular updates on key projects/programs and priorities.
Direct reports	<ul style="list-style-type: none"> ✓ Inspire, guide, support, motivate, coach, mentor, develop and manage performance. ✓ Review work and proposals to ensure integrity and accountability of decision making. ✓ Provide own perspective and share information. ✓ Demonstrate the importance of and work collaboratively with to achieve outcomes.
Shared Services	<ul style="list-style-type: none"> ✓ Support team members and work collaboratively to contribute to achieving business outcomes. ✓ Participate in discussions and decisions regarding resolution of issues and implementation of innovation and best practice. ✓ Represent work group perspective and share information. ✓ Review work and proposals of team members.
Employees	<ul style="list-style-type: none"> ✓ Promote departmental services to improve confidence and trust across the organisation.
External	
Customers / Community members	<ul style="list-style-type: none"> ✓ Build relationships with community members and other stakeholders to drive collaboration and positive outcomes. ✓ Enhance the provision of solutions in a timely manner. ✓ Provide information and resolve technical and complex enquiries and delivery of services.
Key external stakeholders including Government agencies, local councils and other industry bodies	<ul style="list-style-type: none"> ✓ Develop and maintain strong effective working relationships and open channels of communication to support the coordination, planning and delivery of projects. ✓ Research information and ensure actions and processes do not conflict with other organisations and/or agencies legislative responsibilities and operations policies as well as remove duplication and mitigate risk.