



**Victoria Daly**  
REGIONAL COUNCIL

# Infrastructure & Asset Manager

## OUR VISION

*To strengthen our region through fostering  
development, growth, and social wellbeing*  
**"Moving Forward Together"**

## POSITION DESCRIPTION

|                   |                                |                                   |                                   |
|-------------------|--------------------------------|-----------------------------------|-----------------------------------|
| <b>REPORTS TO</b> | Director of Council Operations | <b>CLASSIFICATION &amp; HOURS</b> | Level 9                           |
| <b>DIVISION</b>   | Council Operations             | <b>LOCATION</b>                   | Regional Support Centre Katherine |

## JOB PURPOSE

This position will support and assist the Director of Council Operations in the provision of Infrastructure, Asset Management, Civil works, local government operational services, and capital works ensuring a high level of productivity is delivered across the region whilst overseeing the direct supervision of staff.

## DUTIES AND RESPONSIBILITIES

1. Provide a high level of administrative, technical advice and support in the management of infrastructure fascists driven by the Council.
2. Manage and support the infrastructure and planning team, providing them with clear directions, guidance, and support to enable them to achieve successful outcomes.
3. Develop and implement an asset management plan and replacement plan in alignment with Councils strategic outlook.
4. Develop and manage the asset management budget including forecasting, expenditure, and reporting working with the finance manager.
5. Prepare and review asset management plans, asset replacement plan, asset valuations, asset condition assessments and schedule work to be undertaken appropriately.
6. Ensure Councils asset management and replacement plan is kept up to date with a detailed replacement schedule that includes costings that are included in the budget and information is report to Council every quarter.
7. Ensure monthly progress reports on the delivery of projects and operational expenditure is submitted to the Director of Council Operations detailing any strategies are implemented to ensure the best results are achieved.
8. Oversee, prepare, and review all documentation associated with contracts, projects, tenders, quotes, minor new works, capital works, scopes, schedules of work, and other services to be provided.
9. Manage allocated contracts, projects, and external funding to ensure a high level of service delivery is provided.
10. Manage the works associated with Councils regional plan and the annual works program to ensure requirements are being delivered within allocated time frames.
11. Create and implement an annual infrastructure works program that can be used to establish budget, resources as well as monitoring performance.
12. Ensure scheduling and programming of works associated with contracts and projects meet timelines and are within budget.
13. Review all projects are assessed to determine feasibility and provide recommendations to the Director of Council Operations.
14. Actively participate in Tender reviews providing expert advice.

15. Oversee and ensure the panel of contractors are current and up to date with compliance.
16. Effectively liaise and coordinate with all stake holders and be responsible for the day-to-day decisions regarding site activities.
17. Ensure site inspections are undertaken on a regular basis and supervision takes place to ensure there is high quality works, contractor performance, timelines are being met and safety is maintained.
18. Ensure contract compliance requirements are being met before approving and signing off on payments or completions.
19. Identify, select, and provide guidance on suitable infrastructure grants while managing capital works associated to those grants.

## **SELECTION CRITERIA**

### **QUALIFICATIONS**

1. Certificate IV in Construction, Civil, Mechanical, or equivalent extensive experience.
2. Qualifications or extensive experience in Project Management, Asset Management and or Procurement.

### **ESSENTIAL**

1. Extensive knowledge and experience in contract and project management with the ability to plan works, procure and undertake the administrative and financial management of the projects.
2. A clear demonstrated ability to forecast, develop and manage a budget across multiple functions.
3. Demonstrated ability to write complex non-standard correspondence, reports, submissions, and proposals that require original content and specialised knowledge.
4. Demonstrated financial management knowledge and skills, with ability to develop annual and strategic budgets and be accountable for expenditure.
5. Ability to plan and manage numerous functions daily with the ability to adapt to change.
6. Ability to communicate effectively and coordinate with internal and external stakeholders.
7. Ability to be able to review and streamline practices ensuring appropriate internal controls are in place that are suitable for Council's needs.
8. Knowledge and understanding of procurement practices and legislative requirements.
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10. Good working knowledge of Work health & Safety.

### **DESIRABLE**

### **OTHER REQUIREMENTS**

1. *Criminal History Check (recent within 3 months)*
2. *A current Working with Children's Card.*  
A current Drivers Licence

## **ACKNOWLEDGEMENT**

**CHIEF EXECUTIVE OFFICER:**  **DATE APPROVED:** 07/02/2024









# Infrastructure Asset Manager

Final Audit Report

2024-02-06

|                 |   |
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