

| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                |
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| <b>Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Asset Planning Manager</b>                                                                  |
| <b>Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Asset Strategy</b>                                                                          |
| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Group Manager Asset Strategy</b>                                                            |
| <b>Grade:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>20</b><br><i>(Eligible for Civil Liability Allowance if a holder of Engineering Degree)</i> |
| <b>Hours:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>35</b>                                                                                      |
| <b>Vehicle:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Yes</b>                                                                                     |
| <b>Position Code:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>81101</b>                                                                                   |
| <b>Pre-placement Medical:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Low Risk – Not required</b>                                                                 |
| <b>National Criminal Check:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Not Required</b>                                                                            |
| <b>WCCC Check:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Not Required</b>                                                                            |
| <b>Date Developed:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>September 2017</b>                                                                          |
| Position Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                |
| <p>The position of Asset Planning Manager leads the Asset Planning team within Council.</p> <p>Key responsibilities of the Asset Planning team include, amongst others, all necessary asset management activities and planning, the planning and management of maintenance activities undertaken by others, and the definition and programming of capital works. The team is a significant contributor to Council's corporate and financial planning.</p> <p>The Asset Planning Manager is responsible for the managing, coaching and mentoring staff within the Asset Planning team.</p> |                                                                                                |
| Qualifications and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                |
| <i>(Minimum required/essential for success in the job)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                |
| <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Degree in Civil Engineering or relevant and equivalent tertiary qualification.</li> <li>• Demonstrated practical experience in asset management and extensive relevant professional experience.</li> <li>• Demonstrated experience in producing and implementing asset management plans and processes.</li> </ul>                                                                                                                                                                                              |                                                                                                |

- Demonstrated experience in the management of staff performance and team development.
- Team Leadership qualities with demonstrated management skills and the ability to manage multiple activities and/or projects to achieve deadlines.
- A high level of computer literacy and the ability to quickly learn how to operate and apply computer applications including the Microsoft Office Suite.
- Excellent written and verbal communication skills and presentation skills.
- Demonstrated experience in stakeholder consultation.
- Class C Drivers Licence.
- Demonstrated experience in development and review of quality management systems or other business improvement systems

**Desirable:**

- Knowledge of Conquest Asset Management and Financial Management Software.
- Demonstrated experience in civil engineering construction and/or maintenance, project management, management of consultants and contractors.
- WorkCover Accredited Work Activity WH&S Induction Training.
- Previous experience in Local Government and demonstrated knowledge of Local Government Act, Environmental Planning & Assessment Act and Roads Act.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

**Works Programming**

Manage Council's capital works program which includes, amongst others:

- Consultation with internal and external stakeholders.
- Identification of projects.
- Sourcing of funds, including the preparation of grant applications and submissions for funding from relevant authorities.
- Preparation of business cases, plans and databases.
- Monitoring of the programs implementation.
- Manage and report on grant funding.
- Investigate grant funding opportunities, coordinate and assist with the submission of grant applications and manage the grant application program.
- Provide technical support when required for the Lake Illawarra Estuary Management Committee.

### Asset Management

- Develop and manage Council's asset management system to ensure compliance with the Local Government Act and relevant standards and procedures.
- Maintain accurate and timely data input for Council's asset management systems.
- Manage asset management reporting to satisfy Council's Statutory and internal reporting requirements, including the annual report and asset revaluations.
- Prepare, update and implement the Asset Management Strategy, Asset Management Plans, Asset Management Improvement Plan, Maintenance Management Plans and all other plans to effectively manage Council's assets.
- Provide necessary contributions to Council's corporate and financial planning including but not limited to, the Community Strategic plan, the Delivery Plan, the Operational Plan and the Long-term Financial Plan.
- Ensure assets are inspected for defects, conditions and compliance.
- Undertake the necessary stakeholder engagement to establish levels of service for Council's operational and maintenance activities.
- Identify maintenance and renewal works, and ensure that the proposed work is incorporated into the asset management plans, the maintenance management plans and the capital works programs.
- Engage and manage consultants and contractors to assist with asset and maintenance management.
- Develop service level agreements and contracts with both internal and external service for the provision of maintenance services.
- Investigate and cost works to be delivered under the Operational and Delivery Plans.
- Develop, map and review processes and procedures.
- Attend and participate in committees such as the Disabilities Services Advisory Committee Meetings and assist in the delivery of the Disability Strategic Plan.
- Manage the acceptance of new assets, including those provided to Council by developers.
- Manage work by others on Council property including, but not limited to, the provision of road opening permits and Section 138 certificates.

### Corporate

- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Contribute to the overall management of the organisation
- Assist in the development of and reporting on Council's Community Strategic Plan, the 4 year Delivery Program, the annual Operational Plan and budgets.

- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.
- Assist with Council's audit processes.
- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.

#### **Other**

- Manage capital and operation projects on behalf of Council.
- Other duties within the limits of skill and competence as directed.
- Provide support to other areas of Council.

#### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

#### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

#### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.