

POSITION DESCRIPTION	
Title:	Senior Asset Engineer - Programs
Group:	Asset Strategy
Reports to:	Asset Planning Manager
Grade:	19
Position Allowances:	May be eligible for Civil Liability Allowance (CLA)
Hours:	35 hours per week
Number of Direct Reports:	2
Number of Indirect Reports:	2
Vehicle:	Yes
Position Code:	81102
Pre-placement Medical:	Not required.
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	March 2018
Date Reviewed:	July 2021
Position Purpose	
To deliver the Capital Program Management function of the Asset Planning team. This involves leading the Asset Officers in the identification, scoping and capitalisation of capital projects, as well as being responsible for capital program budgeting, reporting, progress monitoring and client side project management.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • A Degree in Civil Engineering or another relevant and equivalent tertiary qualification with extensive relevant experience. • Experience in capital works programming and engineering forward planning. • Experience in civil and civic construction. • Ability to apply a sound knowledge of civil engineering construction principles. • Demonstrated experience in Asset Management including the use of Asset Management Systems. 	

- Demonstrated ability for accuracy, attention to detail and to manage multiple tasks to meet deadlines.
- Demonstrated experience in developing, mentoring and performance managing staff.
- Excellent written and verbal communication skills and excellent presentation skills.
- Demonstrated experience in development and review of quality management systems or other business improvement systems

Desirable:

- Qualifications in asset management.
- Experience in conducting condition inspections on public assets.
- Experience in project delivery.
- Demonstrated experience in the preparation and implementation of asset management plans.
- Experience with the Technology One Asset Management System.
- 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.

Capital Program Management

- Develop program and project level budgets that comprise the annual asset renewal capital program within the Operational Plan.
- Manage the annual capital program budget of the Asset Strategy group.
- Prepare quarterly budget submissions for the Asset Strategy group.
- Lead the team of Asset Officers in the identification and scoping of capital projects for the renewal of existing infrastructure networks. This scoping phase is inclusive of:
 - Identification of development approval pathway.
 - Preparation of cost estimate.
 - Consultation with community and Council stakeholders.
 - Preparation of Review of Environmental Factors (as required).
 - Preparation of concept design (as required).
- Demonstrate cross-organisational leadership through the facilitation and chairing of meetings with primary stakeholders across Council for the development of the capital program.
- Incorporate recommendations from Council approved strategies within the Capital Works Program.

- Prepare reports relating to the financing and programming of infrastructure.
- Act as the 'client' during delivery of capital projects (and lead the Asset Officers in this for simple projects), giving direction on scope and budget matters as required.
- Lead the team of Asset Officers for the capitalisation of the capital program.
- Update Council's asset, financial, works and spatial databases upon completion of capital projects.
- Ensure that each capital project commences embedded in, and is in accordance to, the Project Management Framework (PMF).
- Assist with Council's audit processes.
- Assist in the development of and reporting on Council's Community Strategic Plan, the 4 year Delivery Program, the annual Operational Plan and budgets.
- Implement project management principles through contract and financial management of contractors for the purposes of delivering specialist studies, reports, cost estimates or condition assessment.

Other Tasks

- Provide mentoring and instruction to staff on all aspects of capital program management and Asset Officers roles and responsibilities in regards to this function.
- Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.
- Provide a high level of support to the Asset Planning Manager and act in that capacity as required.
- Represent the Asset Planning team at meetings and workshops related to the capital program which, as a minimum, is to include the Disability Access and Inclusion Advisory Committee (DAIAC).
- Prepare submissions for relevant grant programs and management of subsequent successful applications.
- Prepare professional and technically sound reports for Councillors, Executive Leadership Team and Senior Management Team as required.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.
- Manage and lead Asset Officers in the completion of their duties.

Corporate

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- 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.

Work Health & Safety

- 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 you are accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to the 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