

POSITION DESCRIPTION	
Title:	Asset Planning Manager
Group:	Asset Planning
Reports to:	Group Manager Asset Strategy
Grade:	21
Position Allowances:	May be eligible for Civil Liability Allowance (CLA)
Hours:	35 hours per week
Number of Direct Reports:	2
Number of Indirect Reports:	4
Vehicle:	Yes, Category A or B
Position Code:	81101
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	September 2017
Date Reviewed:	October 2021
Position Purpose	
<p>The position of Asset Planning Manager is to provide direction, leadership and accountability to the Asset Planning team with Council.</p> <p>The role is integral to working collaboratively with the Community, Customers and Council to maintain and modernise Council's assets and infrastructure in a financially sustainable manner, whilst delivering infrastructure our community can be proud of.</p> <p>Key responsibilities of the Asset Planning team include, customer focused asset and infrastructure management, asset management planning, coordinating and responding to customer requests, seeking grant opportunities, the planning and management of maintenance activities undertaken by others, and the definition, scoping and programming of Councils capital works program. The team is a significant contributor to Council's long term financial sustainability.</p> <p>The Asset Planning Manager will manage, coach and mentor staff within the Asset Planning team and provide ongoing operational and strategic support to the Group Manager Asset Strategy.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	

Essential:

- A Degree in Civil Engineering or relevant and equivalent tertiary qualification.
- Demonstrated experience and knowledge across a number of functional areas within relevant field including asset management planning and composition and implementation of capital works programs.
- Proven ability to think strategically, analyse complex situations, negotiate outcomes and approach problem solving in a flexible and resourceful manner.
- 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 contributing to strategic stakeholder engagement programs.
- Demonstrated experience in leading and transforming multi-disciplinary teams within relevant field including the implementation of new processes, systems and digital solutions.
- Current NSW Driver's Licence - Class C.

Desirable:

- Solid working knowledge of Conquest asset management and financial management software.
- The ability to innovate and solve problems.
- Demonstrated experience in civil engineering construction and/or maintenance.
- WorkCover Accredited Work Activity WH&S Induction Training.
- Relevant post graduate qualifications.
- Demonstrated experience in project management, management of consultants and contractors.
- 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 these 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 and acquitting of grant applications and submissions for funding from relevant authorities.

- Preparation of business cases.
- Preparation of the associated capital works plans and databases.
- Monitoring of the capital works programs implementation.
- Reporting of capital works program and relevant sustainability programs.
- Manage and report on grant funding.
- Identifying and managing capital works delivery risks
- 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 and other asset and infrastructure management committees and programs.

Asset Management

- Managing, and maintaining the Council's asset management framework in line with the organisational strategy.
- Managing asset risk and reliability inspection and reporting obligations.
- Advise and support asset custodians (business units etc) in the development and implementation of asset management systems and plans including a focus on the development of consistent long term financial and business plan forecasts for the various asset classes.
- Develop, manage and continuously improve Council's asset management system to ensure compliance with the Local Government Act and relevant standards and procedures.
Stay abreast of and provide advice regarding relevant industry and influential legislation.
- 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, implement and continuously improve 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 Council's portfolio of assets are regularly inspected for defects, conditions and compliance.
- Implement a program of inspections that minimises asset failure risks and otherwise promotes the sustainable management of Council assets.
- Coordinate revaluation assessments of Council's asset classes as required.
- 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.

- Strategically organise and influence community engagement processes to help involve the community and stakeholders in asset management decisions, and make stakeholders aware of the resulting asset maintenance, removal and creation activities.
- 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.
- Utilise actual construction cost data to refine cost estimates and implement continuous improvement into estimation processes.
- Strategically plan, develop, map and review business processes and procedures.
- Participate (either personally, or through Asset Planning Team members) in Council and other committees that influence Council's asset management planning such as the Disabilities Services Advisory Committee Meetings and assist in the delivery of the Disability Strategic Plan.
- Manage the suitable acceptance of new assets, including those provided to Council by Developers.
- Oversee work by others on Council property including, works delivered internally and via contractors.
- Ensure graphical information systems are regularly updated with appropriate asset data.
- Collaborate with the Finance team to facilitate asset accounting that meets financial reporting requirements, accurately reflects the condition, service potential and consumption of Council assets, and is consistent with the data requirements for developing financial sustainability strategies.

Corporate

- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist engineering support and guidance to team and others in Council.
- Ensure staff/contractors/community are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff, community and contractors including both formal and informal meetings.
- Ensure both staff, community 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

- Ensure that all significant risks associated with hazards in area of operation are identified, assessed, eliminated or controlled and reviewed in consultation with relevant staff
- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.
- Required to take reasonable care of self and others in the workplace.
- Provide safety leadership and set an example with regard to prioritisation of safety 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.