



Coordinator Asset Strategy

POSITION PROFILE

Division	Asset Strategy and Delivery	Status	Full time, 12-month term
Unit	Strategic Asset Management	Salary Grade	Grade 14/15
Reports to	Strategic Asset Manager	Reviewed	March 2024

STRATEGIC INTENT

The Strategic Asset Management Unit is responsible for the strategic asset management, including full life cycle management, of Council's built infrastructure assets, inclusive of roads, pathways, parks, gardens and reserves, drainage, buildings and related assets.

The team performs these services to facilitate legislative compliance and effective, efficient, ethical and transparent decision making to help:

1. **increase confidence levels** - to ensure our community, employees and stakeholders believe in Council's ability to achieve its strategic outcomes.
2. **improve sustainability** – to ensure Council can continue to deliver its strategic outcomes by making legislatively compliant, effective, efficient and ethical decisions.

POSITION PURPOSE

Reporting to the Strategic Asset Manager, the purpose of the Coordinator Asset Strategy is to effectively manage the delivery of the Asset Management Strategy. In particular, the scoping and procurement of an industry best practice consultant that specialises in asset management, capable of building the asset strategy and uplifting Council's asset maturity.

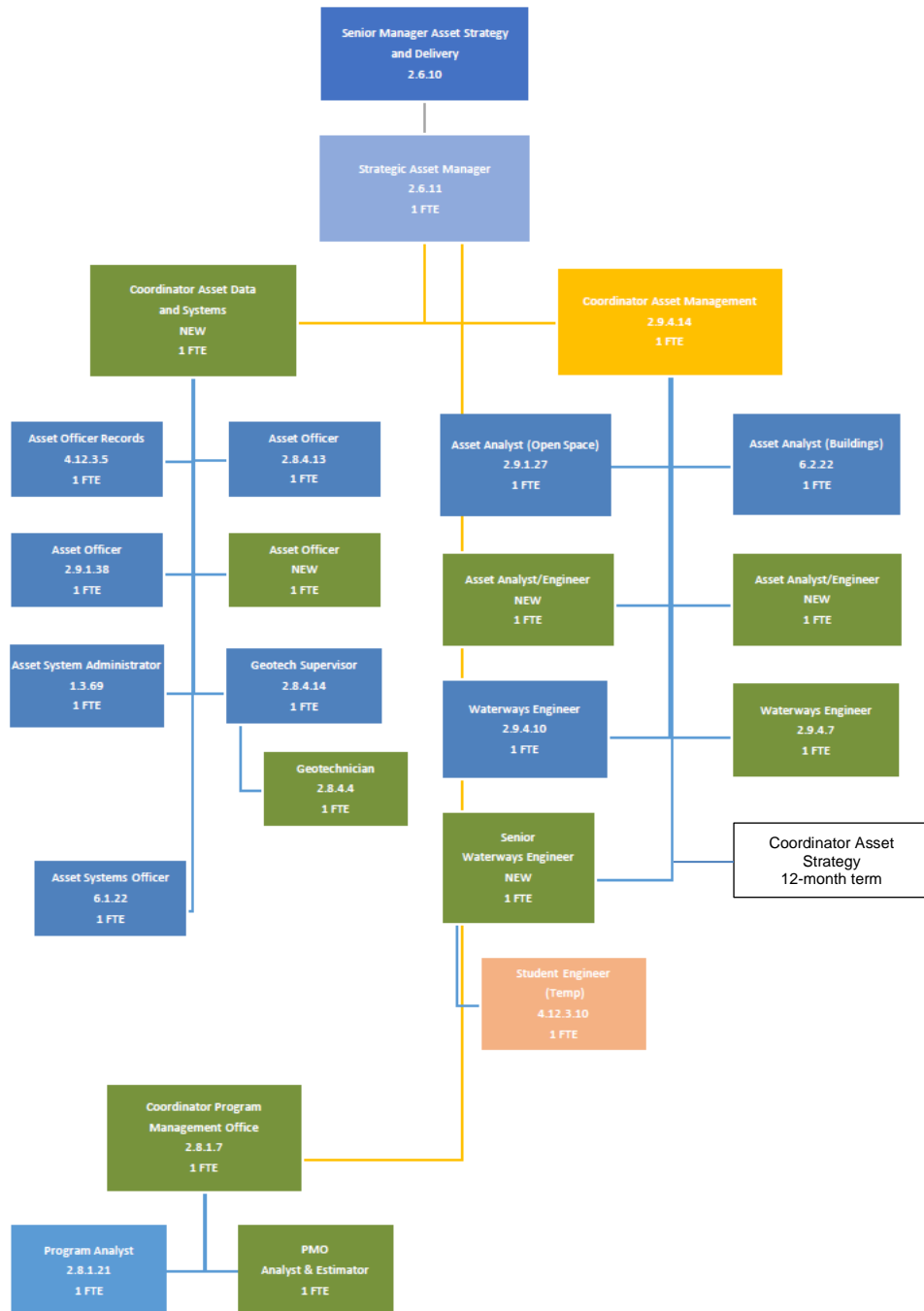
You will have an innovative and delivery-focused approach in leading this Strategic Asset Management project over a 12-month period.

As the Coordinator Asset Strategy, your role will be to coordinate the consultant and processes to ensure that the project is delivered on time and produce the desired results. You will be the go-to person for everything involving this project. You will coordinate internal and external resources to ensure that the project adheres to scope, schedule, and budget. You will develop a detailed project plan to track progress and, measure project performance using appropriate systems, tools and techniques.

Report and escalate to management as needed and, when necessary, make recommendations to revise the scope, schedule, or budget to ensure that project requirements can be met. You will establish and maintain relationships with relevant client stakeholders, providing day-to-day contact on project status and changes.

You will have excellent client-facing and internal communication skills, coupled with excellent written and verbal communication skills. Solid organizational skills including attention to detail and multi-tasking skills. Strong working knowledge of Microsoft Office and a preference having experience with asset management systems.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED
Leadership Provide subject matter expertise for the delivery of all outputs and outcomes in relation to specified Team Core Functions, Processes and Activities.
Change Management Responsible for effective change management in the implementation of a portfolio of projects and activities that together achieve outcomes and realise benefits that are of business importance to Council.
Continuous Improvement Identify and implement continuous improvement of business processes and practices associated with specified Team Core Functions, Processes and Activities and associated projects.
Risk Management Manage the risk associated with the delivery of specified Team Core Functions, Processes and Activities and associated projects.
Project Management Plan, scope, procure, schedule and deliver project(s) with high public/political visibility.
Tactical Planning Proactive short-term planning (quarter/year) to contribute to the successful delivery of Team outputs in the Community Strategic Plan, Delivery Programme, Business Plan and Operational Plan.
Performance Management Proactively monitor and self-manage performance and act on constructive feedback.
Resource Management Ensure effective resource management (financial, workforce and assets).
Customer Management Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.
Code of Conduct Accountability In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
Other Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Relevant tertiary qualifications and significant relevant experience in project management.
	Desirable	<ul style="list-style-type: none"> Post graduate qualifications in asset management
Experience or skills	Essential	<ul style="list-style-type: none"> Demonstrated project management experience, including scoping, procurement, report writing, contract administration and project delivery. Experience in the supervision and coordination of professional / technical staff / consultants. Highly-developed customer and service skills. Class C drivers license
	Desirable	<ul style="list-style-type: none"> Technical report writing Experience in asset management Working in a politically sensitive environment Knowledge and understanding of local government

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Leadership: Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism. Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative. Tactical planning/thinking: Critically examine outputs to enable successful short term (quarter/year) planning to determine what the various parts of Council must do to enable successful delivery of strategic outcomes. Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters. Relationship management: Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues. Team focussed: Mentor less experienced Team members, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees. Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.
Our Values	<ul style="list-style-type: none"> Our values of Achieve, Collaborate, Respect and Evolve will be embedded in the approach taken to the above attributes.

OUR VALUES

Behaviours	<ul style="list-style-type: none"> Collaborate - We are a united team. We work together to deliver great outcomes for our community.
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	<ul style="list-style-type: none"> ▪ Achieve – We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community. ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Delegations	Authority to operate within the Delegations attached to the position and acting within this authority.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Financial Management	Managing expenditure within a budget, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Integrated Planning & Reporting	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Policies, Determinations and Guidelines.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.