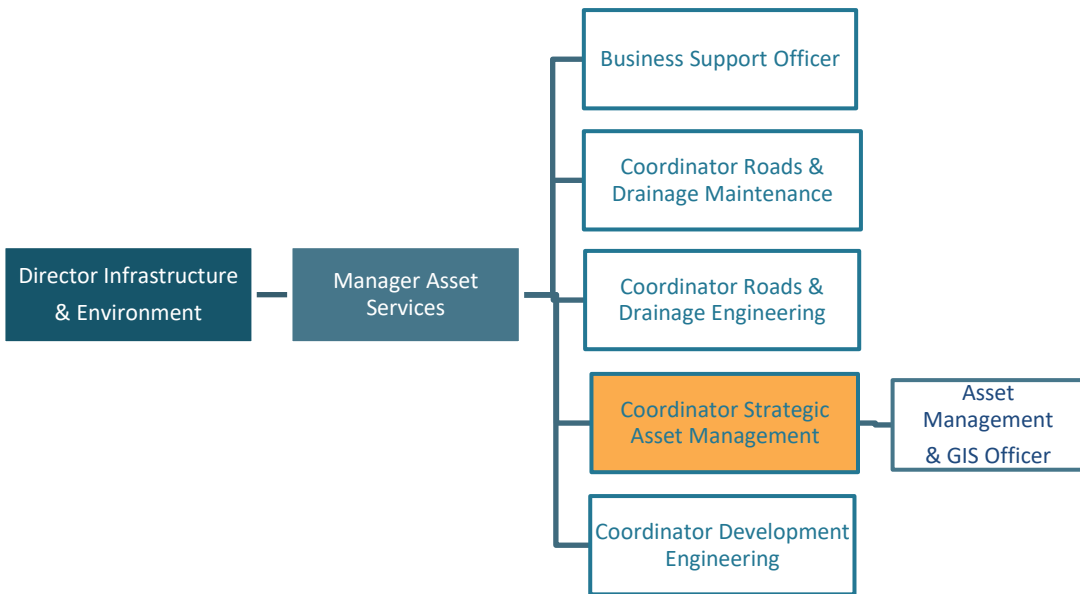


## COORDINATOR STRATEGIC ASSET MANAGEMENT

Position No.	1062
Classification	Band 7, Permanent Full Time
Directorate	Infrastructure and Environment
Department	Asset Services
Division	Strategic Asset Management
Team	As above
Department Context	<p>The <b>Asset Services</b> department exists to plan and monitor the life cycle management of physical assets to achieve the stated outputs of the enterprise, including the maintenance of assets to achieve optimum performance and delivery.</p>  <pre> graph LR     A[Director Infrastructure &amp; Environment] --&gt; B[Manager Asset Services]     B --&gt; C[Business Support Officer]     B --&gt; D[Coordinator Roads &amp; Drainage Maintenance]     B --&gt; E[Coordinator Roads &amp; Drainage Engineering]     B --&gt; F[Coordinator Strategic Asset Management]     B --&gt; G[Coordinator Development Engineering]     F --&gt; H[Asset Management &amp; GIS Officer]           </pre>
Position Purpose	<p>The <b>Coordinator Strategic Asset Management</b> develops and manages Council's asset management programs and systems, ensuring that the planning, strategies, policies, processes, protocols, risk management, data capture and best practice are in place, understood and met. This is achieved through extensive experience in asset management, with knowledge and skills gained in an infrastructure environment, as well as the capacity to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders.</p>

## VISION & VALUES

Where people matter, communities are connected, and the future is bright

**Pride**

We know that our work is important, and we take pride in doing the best job we can

**Respect**

We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement

<b>Integrity</b>	We are committed to being authentic, honest and ethical in our work
<b>Collaboration</b>	We partner together to achieve shared goals and deliver community focused outcomes
<b>Excellence</b>	We are committed to delivering the best community experience and outcome that we are capable of providing

## KEY RESPONSIBILITIES AND DUTIES

### Strategic Asset Management

The incumbent will:

- Support Council's Asset Management Steering Committee in line with the Terms of Reference.
- Support the development of the annual, four year and 10 year capital works programs – budget, planning, evaluation and reporting to maintain and rehabilitate our assets in conjunction with Coordinator Roads & Drainage Engineering, Coordinator Roads & Drainage Management, Coordinator Open Spaces and Coordinator Recreation & Community Facilities.
- Identification and reporting of asset expenditure financial gaps for each asset base.
- Oversee Golden Plains Shire Council's asset management, which includes all aspects of planning, reporting, modelling, strategies, policies and benchmarking.
- Provide governance, advice and supervision to ensure projects and services are delivered and our objectives are met.
- Monitor key performance indicators (KPI's) and respond proactively to issues as they arise and regularly review KPI's for relevance and value to the business.
- Support the Coordinator Road & Drainage Engineering to review and update Golden Plains Shire Council's Road Management Plan.
- Maintain and update Golden Plains Shire Council's Public Roads Register as required by the Road Management Act and Council Policy.
- Provide strategic advice and analysis in the determination of future utilisation, preservation, upgrade and creation of assets and infrastructure within Golden Plains Shire.
- Develop and monitor asset management plans for each of Council's major asset categories.
- Develop and maintain Council's asset management systems for all asset classes including asset registers, asset investment models and asset condition data or parameters.
- Undertake financial modelling for Infrastructure renewal requirements and provide associated data for input into Council's long term financial plan.
- Coordinate the periodic assessment of asset condition and associated valuations and complete regular asset management performance reporting.
- Act as Council's representative in the development of regional asset management strategies and policies.
- Investigate and report on Asset Management performance measured against industry benchmarks and agreed performance indicators.
- Effectively manage the GIS interface and relationships between Information Systems, Contractors and the Asset Services Department with the goal of continuous improvement and meeting best practice.
- Ensure Council is efficiently capturing the most accurate and valuable data into GIS and AMS systems for the purpose of informing future strategic asset management decisions.

### Asset Management

The incumbent will:

- Participate in the development of annual and ten year maintenance and capital improvement programmes for all asset groups.
- Coordinate the maintenance of Council's Asset Register in liaison with the Finance, Asset Services, Community and Recreation Facilities, Environment and Open Spaces and IT service units.
- Manage records and plans of all Council's assets, including the transition to electronic document management.
- Develop and maintain procedures and systems for the management of Councils infrastructure assets.
- Undertake site investigations, testing activities and inspections when required.
- Research and make recommendations to management on appropriate best practice asset management and maintenance systems.
- Contribute to whole of life cycle planning for the management, rehabilitation and renewal programs for the individual assets and classes of assets.
- Assist and provide guidance in the management of whole of life asset data collection and input within the GIS and AMS systems to ensure appropriate and accurate data is available to the whole of business.
- Prepare technical specifications, contract documents and consultancy briefs as required to deliver asset management objectives.
- Provide reports on technical matters and project activities, including recommendations to management and Council.
- Undertake analysis and investigation into service and utility demand for Council facilities with the aim of achieving cost or service optimisation or capitalisation of sustainability opportunities e.g. energy audits.

### People Leadership

- Undertake people management practices in line with policies and procedures and relevant legislative requirements.
- Implement induction processes for new employees and contractors that meets workplace safety requirements.
- Respond to operational employee relations issues.
- Complete the annual performance and development process for the team within allocated timeframes.
- Develop others to be their best.
- Contribute to a business and workforce planning model.

### Financial Management

The incumbent will:

- On an annual basis, contribute towards development of an overall budget strategy for the infrastructure asset base that ensures funds are allocated to asset classes and activities in accordance with identified priorities, relevant policies, strategies, long term financial plans and asset management plans.
- Program and coordinate the annual inspection and associated re-valuation of all infrastructure asset classes.
- Undertake financial modelling to identify appropriate funding strategies including development of long-term financial plans for all infrastructure asset categories.
- Support annual audit processes including analysis of asset financial data including capitalisation, valuations and recognition of assets.

### General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.

- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

## GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

<b>Foundational</b>	<ul style="list-style-type: none"> <li>• Basic awareness of concepts and techniques</li> <li>• Follows guidance, complies with established procedures, seeks advice</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>• Broad understanding of concepts and techniques</li> <li>• Demonstrates the skills/knowledge with minimal guidance</li> </ul>
<b>Adept</b>	<ul style="list-style-type: none"> <li>• Strong understanding of concepts and techniques with consistent application</li> <li>• Influences, upholds, shares advice, consults</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Extensive understanding and application of concepts and techniques</li> <li>• Sets, leads, designs, innovates, monitors, regulates, develops others</li> <li>• Shapes the organisations approach in the application of this skill/knowledge</li> </ul>

The capability level for this role is as follows:

Capability	Description	Level
<b>Flexibility &amp; Adaptability</b>	Adjust approach in line with changing priorities and remain agile and positive toward change	<b>Adept</b>
<b>Manage Self</b>	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	<b>Adept</b>

<b>Resilience</b>	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	<b>Adept</b>
<b>Value Diversity &amp; Inclusion</b>	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	<b>Adept</b>
<b>Communication</b>	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	<b>Adept</b>
<b>Collaboration</b>	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	<b>Adept</b>
<b>Customer &amp; Community Focus</b>	Committed to the customer experience and delivering customer and community valued outcomes	<b>Adept</b>
<b>Influence &amp; Negotiate</b>	Gain consensus and commitment from others, and resolve issues and conflicts	<b>Adept</b>
<b>Action &amp; Accountability</b>	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	<b>Adept</b>
<b>Plan &amp; Prioritise</b>	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<b>Adept</b>
<b>Problem Solving</b>	Think, analyse, and consider the broader context to develop practical solutions	<b>Adept</b>
<b>Innovation &amp; Continuous Improvement</b>	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	<b>Adept</b>

## CLASSIFICATION DEFINITIONS

<b>Accountability and Extent of Authority</b>	<p>The incumbent will:</p> <ul style="list-style-type: none"> <li>• Prepare reports for Council and other relevant bodies.</li> <li>• Provide responses to enquiries at the counter and over the telephone.</li> <li>• Represent Council at various meetings and working groups.</li> <li>• Deliver outcomes/goals in accordance with relevant plans and within allocated budgets.</li> <li>• Have authority to provide specialist advice and information on asset management policies.</li> <li>• Have a high degree of autonomy and be responsible for setting individual priorities and practices in managing the workload to achieve agreed goals and deadlines.</li> <li>• Be accountable to the Manager Asset Services for a wide range of both strategic and operational tasks often working across work units and with multi-disciplinary teams.</li> <li>• Provide expert advice on quality systems, project development, compliance with legislation and the development of Council policies and guidelines. Quality, relevance and timeliness of letters, memos, reports and various other documentation is essential.</li> <li>• Be responsible for research and the development of policies, strategies and procedures on a wide range of issues pertaining to the engineering discipline.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.</li> </ul>
<b>Judgement and Decision Making</b>	<p>The incumbent will:</p> <ul style="list-style-type: none"> <li>• Have the ability to analyse and balance competing interests and make recommendations on asset management programs, projects and investment which best meet the objectives of the Golden Plains Shire Council Asset Management or Service plans.</li> <li>• Be required to solve day to day problems in accordance with operational policies/procedures and delegated authorities, recognising that there may be a need to seek guidance from specialists outside of Council in making judgements and decisions that may be outside of established practices.</li> <li>• Interpret and effectively utilise the Road Management, Local Government, Planning and Environment Acts, regulations, legislation, court decisions, appeal determinations and other reference materials to achieve Council's asset management objectives.</li> <li>• Apply judgement in the initiation, management and implementation of policies, strategies and action plans.</li> </ul>
<b>Specialist Skills &amp; Knowledge</b>	<p>The incumbent will have:</p> <ul style="list-style-type: none"> <li>• Excellent knowledge of asset management principles including application of whole of life costing, service level optimisation, practical engineering treatment and construction practices and operability and hazard analysis.</li> <li>• Ability to provide accurate and timely advice to the public, staff or Councillors on infrastructure management or engineering related matters.</li> <li>• Demonstrated administrative skills including record keeping and computing skills.</li> <li>• Sound knowledge of GIS and spatial data management techniques</li> <li>• Excellent knowledge of Asset Management Systems and asset data management</li> <li>• A sound knowledge of the relevant Acts and Regulations (e.g. Local Government &amp; Road Management Act) and Government and Council Policies including the ability to apply professional knowledge and experience when confronted with new problems and challenges as they arise.</li> <li>• Competent computer skills in a Microsoft environment.</li> <li>• A broad knowledge of Civil/Building Engineering applications, asset management skills will be required to meet position objectives.</li> <li>• Financial management skills including asset capitalisation, asset valuation and project estimating are essential to the success of this position.</li> <li>• Awareness of the political and legislative environments applicable to this role.</li> <li>• A sound understanding and knowledge of Occupational Health &amp; Safety and Risk Management principles and practices.</li> </ul>
<b>Management Skills</b>	<p>The incumbent will:</p> <ul style="list-style-type: none"> <li>• Manage time, set priorities and organise workload to meet deadlines and expectations with little supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain an understanding and ability to implement personnel practices and policies in accordance with Council's policies, Enterprise Agreement, Occupational Health &amp; Safety legislation and Equal Employment legislation.</li> <li>• Be flexible to respond to changing priorities and able to complete tasks within tight timeframes.</li> </ul>
<b>Interpersonal Skills</b>	<p>The incumbent will have:</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills including the ability to effectively communicate with a broad range of customers that have varying levels of understanding of engineering and asset management processes.</li> <li>• Excellent negotiation skills.</li> <li>• Ability to work as part of a team.</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualified in engineering or asset management with previous experience in Local Government or the private sector in an asset management, GIS, engineering or related discipline.</li> <li>• Experience relevant to developing Asset Management and long term financial Plans is essential.</li> <li>• A current Victorian driver's licence is essential.</li> </ul>

## KEY SELECTION CRITERIA

- Tertiary qualified in engineering, GIS or asset management.
- Extensive experience in asset management, with knowledge and skills gained in an infrastructure environment.
- Knowledgeable of budgeting and financial procedures.
- Knowledge of GIS and asset data collection principles for effective long term asset management.
- Able to develop programs and systems that successfully maintain assets and meet the needs of the community.
- Flexible to respond to changing priorities and able to complete tasks within tight timeframes.
- A problem solver, able to resolve complex operational and service delivery issues to meet the needs of internal and external stakeholders.
- A negotiator, able to influence outcomes to achieve organisational objectives.
- Knowledgeable in government, and local government organisations, or similar asset-intensive industries.

### Other Requirements

- From time to time and with prior approval from your manager, you may be required to perform tasks on evenings or weekends or in addition to your standard hours. Additional hours worked may be accrued as time in lieu or paid at the applicable rates outlined in Council's Enterprise Agreement.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

## APPROVAL

**Approved By (Department):** Manager Asset Services

<b>Reviewed By (P&amp;C):</b>	People & Culture Advisor
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<b>Date:</b>	April 2025
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<b>Employee Acceptance:</b> <i>(Name and signature)</i>	<i>Accepted via onboarding portal</i>
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