

### Manager Assets

**Incumbent** **VACANT**

**Department** Engineering

**Main Purpose  
of the Role**

Implementation of Asset Management/GIS Systems across Council.

Overall Management of Asset Management Principles and Systems in Council.

Accountable for implementation and ongoing development Councils Asset Management Policy, Strategies and Plans across Council.

Accountable for preparation of Council 10 Year Works Program and Annual Budgets, based on Asset Management Policies.

**Reports to** Director Engineering

**Staff Supervised** 3 Directly

**Hours of Work** Full Time – 70 hours per fortnight

<b>Salary</b>	<b>Grade</b>	21	<b>Band</b>	3	<b>Level</b>	4	<b>Step</b>	
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**Last Reviewed** June 2025

## Part 1 – Operational Duties

- Ensure Council's physical assets are managed in the most cost-effective methods possible, while enabling optimal delivery of services
- Responsible for implementation and ongoing development of Asset Management Systems across Council
- Responsible for overall management of Councils Asset Management System and associated staff
- Responsible for continual development and implementation of Councils Asset Management Policies, Strategies and Plans
- Preparation of 4 Year / 10 Year Capital Works/Capital Budgets for all Council assets on an annual basis
- In conjunction with the finance team prepare capital works budget for annual budget and long term financial plan
- In conjunction with the finance team prepare asset maintenance budget for annual budget and long term financial plan
- Monitor all capital expenditure against budget and report monthly to the Executive Leadership Team
- Undertake Yearly Revaluation of all Council assets to satisfaction of Council Auditors
- Set requirements for Asset Management System Configuration
- Manage Data Governance Processes
- Undertake Change Management within the Assets area
- Prepare correspondence and written reports to Council as required by the Director Engineering
- Attend Council meetings and other public meetings as required
- Attend to enquiries and provide accurate advice/information to internal and external customers as required
- Liaise with external organisations including government departments
- Undertake other duties delegated by the Director Engineering

### Authority and Accountability

- The position of Manager Assets provides a professional advisory role to people within or outside Council. Policy and procedures are readily available but the job holder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions made by the job holder affect the work and activities of others within Council
- Significant planning is required to assure the appropriate sequence of activities and co-ordination of resources
- The job holder requires input to budget development.

### Judgement and Problem Solving

- Problems are solved by using research, analysis, and evaluation of information which is often not readily available. Problems may be multi-faceted requiring detailed analysis of available options to solve operational, technical or service problems. Judgement is important as there is often no right or wrong solution
- The job holder must evaluate a variety of issues in more complicated situations. Considerable investigation and adaptive thinking will be required.

### Management Skills

- The job holder is responsible for the direction and co-ordination of operations of a branch function within the council.
- The person initiates action in the following work areas:
  - Evaluating performance
  - Approving overtime
  - Appointing employees
  - Handling employee complaints
  - Disciplinary actions
  - Terminating employment.
- The job holder approves and makes final decisions in the following work areas:
  - Assigning work activities
  - Coaching and advising
  - Identifying training needs
  - Authorising timesheets
  - Approving leave.
- The job holder supervises 3 persons directly

### Interpersonal Skills

- This position requires written communication skills which enable the job holder to write complex non-standard reports, proposals and submissions
- Responsible for resolving unusual, non-recurring inquiries or problems
- This position requires high level verbal communication skills which enable the job holder to perform the following activities:
  - Exchange/explain information
  - Explain situations
  - Advise, recommend or counsel
  - Train one-to-one
  - Sell, persuade, influence

- Negotiate agreements
- Resolve conflict
- Counsel on problems
- Participate in meetings/group discussions
- Conduct meetings/lead group discussions
- Make formal presentations or speeches to both internal and external bodies
- Attend Asset Management workshops and seminars.

### Essential Criteria for Appointment

- Tertiary qualification in Asset Management or extensive experience in the management of public infrastructure assets in a financial context
- Demonstrated experience in Asset Management, Principles, Policies and Practical Applications of the Management of Physical Assets, such as Roads, Bridges, Water, Wastewater, Stormwater, Buildings and Plant assets
- Demonstrated experience in preparation of both short- and long-term financial plans
- Demonstrated experience in the development of capital and maintenance budgets
- Demonstrated organisational and time management skills
- Strong negotiation and conflict management skills
- Well-developed report writing and communication skills
- High level computer literacy with a demonstrated working knowledge of Word, Excel, and Access in a Windows environment
- Knowledge and understanding of the principles and practices of EEO & WH&S and an ability to apply them to the work practices
- A current Class C drivers licence

### Desirable Criteria for Appointment

- Demonstrated extensive experience in Asset Management in a local government context
- Experience in Change Management

### Core Competencies

- Demonstrated ability to follow defined Work Health and Safety (WHS) policies and procedures (LGACORE102A)
- Demonstrated ability to provide service to customers in a local government environment (LGACORE103A)
- Demonstrated ability to work effectively in the local government context (LGACORE104A)
- Demonstrated ability to work with others in local government (LGACORE105A).
- Demonstrated ability to participate in negotiations (LGADMIN421A)
- Demonstrated ability to develop, implement and review operational plans (LGAXORE601A)
- Demonstrated to provide quality and timely advice to council (LGACORE501A)
- Demonstrated ability to develop, implement and review policies and procedures (LGACOM603A)
- Demonstrated ability to provide advocacy and representation (LGADMIN528A)
- Demonstrated ability to assist in establishing council's corporate and strategic directions (LGAGOVA601A).

## Part 4 – RWHS Responsibilities Accountabilities and Authorities

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees.

### Risk and WHS (RWHS) Responsibilities

- Set a high standard and provide leadership that progresses Council's Risk and Work Health Safety (RWHS) Management System to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- RWHS training for site specific needs
- Achieve set work RWHS objectives and develop plans to implement programs and procedures to ensure compliance with the relevant legislation and standards
- Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate, and within the budget made available by Council
- Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested to verify that they conform to standard, legislative requirements and/or specifications
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Return to Work Program
- Ensure RWHS is an agenda item at all team meetings
- Keep employees informed of RWHS matters
- Ensure corrective action is taken to control workplace hazards
- Investigate all incidents in accordance with Council's procedures and take appropriate action
- Ensure all equipment purchased meets Council's RWHS requirements and is maintained and inspected in accordance with Council's policies and procedures
- Assess risk associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

### RWHS Accountabilities

- Implementing, monitoring and maintaining the Council's RWHS program
- Planning, identifying and providing site specific training to employees
- Providing transitional duties/employment for injured workers as an integral part of the return to work process
- Implementing corrective action to control workplace hazards.

### RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action
- Take such actions as required to ensure Council's RWHS Management Systems are followed and are part of the continuous improvement process.

### Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally for periods of 5 minutes
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Ability to occasionally push and manoeuvre loaded trolley containing office equipment and other materials
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly.

### Work Environment

- Dealing with the public
- Communicate frequently in person or by phone or Microsoft Teams
- Frequently operating office equipment including computer, photocopier
- Frequent use of equipment such as plotters and GPS units

### Work Hazards

- The person is likely to carry out field inspections which may include walking on uneven surfaces and in areas having difficult terrain
- Some work areas may have offensive smells and appearance, eg. waste water treatment plants and landfills
- Driving motor vehicles
- Working in wet conditions.

### Delegations

- As per Delegations Register

### Special Conditions of Employment

- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
  - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
  - Bi - Annual Audiometric (hearing) Testing;
  - Bi - Annual Skin Checks
  - Bi – Annual Hazardous Chemical Screening
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy

### Additional Duties

- Nil