

# POSITION DESCRIPTION



---

**POSITION TITLE:** Strategic Asset Coordinator  
**CLASSIFICATION:** Band 8  
**UNIT / DIVISION:** Assets/ Infrastructure Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

---

## **POSITION OBJECTIVES**

The Strategic Asset Coordinator brings leadership and direction to asset management functions to ensure that council effectively achieves its long-term goals through strategic alignment of its significant asset base.

## **KEY RESPONSIBILITIES**

- Lead and develop the Strategic Asset Management (SAM) team.
- Advise the Asset Manager on issues relating to achievement of short and long term program objectives, service delivery, trends, forecasts and implement strategies to achieve efficiencies and minimise impacts.
- Prepare regular reports on Asset Management to the Executive Management Group (EMG), council and the Leadership Group.
- Lead the ongoing function of a 'multi-discipline' internal Asset Management Steering Committee that provides guidance and assistance in the development and implementation of asset management.
- Assist in the development and planning of council's Capital Works Program.
- Ensure that council maintains an accurate and appropriate register of its assets to inform strategic and operational asset management decisions across the organisation.
- Assist managers and staff to understand current and projected condition of assets and potential future requirements.

## **POSITION DESCRIPTION**

---

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Assets Manager
Supervises/Manages/Coordinates:	Assets Analyst, Graduate Strategic Asset Management Engineer
Internal Liaisons:	General Manager Infrastructure Services All Staff
External Liaisons:	Professional consultants Legal professionals Contractors and sub-contractors Professional Organisations Service Authorities Government Organisations Members of the public

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provision of governance advice and direction within the context of the role
- Achievement of the team's goals within agreed budgetary, time and quality constraints.
- Freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives.
- Decisions and actions may have an effect on the public perception of the wider organisation.
- Development of policies and procedures within the context of the role
- Oversee the team to meet operational and strategic requirements
- Ensure safe working practices are adhered to and maintain awareness of all Occupational Health and Safety (OH&S) policies and procedures
- Adopt a proactive risk management approach to all Council activities that the position 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
- Identify and implement mechanisms to ensure council's governance and legislative obligations are met
- Timely delivery of service deliverables in accordance with approved strategic and operational plans, frameworks and budgets
- An understanding the impact of Asset Management best practice and accountable for required actions as they relate to this role

### **JUDGEMENT AND DECISION MAKING**

- Ability to think strategically, recognise issues and use initiative to identify and implement solutions to problems with an unspecified range of options
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficiency and effectiveness of the team
- Ability to make decisions in regard to policies and procedures
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards

## **POSITION DESCRIPTION**

---

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Understanding of Asset Management and GIS
- Provision of expert advice within the context of the role
- Identify strategic opportunities for success and then focus on the critical issues
- Well-developed financial skills including budget formulation and monitoring
- Ability to develop and produce comprehensive project and program reports
- Ability to act as an internal consultant to all areas in the organisation within areas of expertise
- Highly developed analytical and investigative skills
- An understanding of the long term goals of the wider organisation and local government context

### **MANAGEMENT SKILLS**

- Supervise and manage staff and contractors
- Develop and manage the implementation of strategic and operational plans
- Ability to manage one's own time and that of others, set priorities, plan and organise own and others work in order to meet council's objectives despite conflicting pressures
- Development and delivery of relevant training and assistance for internal staff and management, including one-on-one sessions
- Performance management of staff including the completion of quality audits on performance to determine organisational need and opportunities for staff development
- Responsible for compliance with the employers and employees duty of care with respect to Occupational Health and Safety legislation and risk management requirements
- Good understanding of, and ability to effectively apply Human Resources policies and procedures

### **INTERPERSONAL SKILLS**

- Ability to gain cooperation and assistance from employees, management and other organisations to achieve defined objectives
- Ability to discuss and resolve issues with all levels of staff
- Ability to negotiate with counterparts in other organisations to discuss and resolve problems
- Ability to handle confidential and sensitive issues appropriately
- Excellent communication skills and the ability to write and present reports on complex matters

### **QUALIFICATIONS AND EXPERIENCE**

#### **Mandatory**

- Degree in Asset Management, Engineering, Infrastructure Management or lesser formal qualification with extensive and diverse experience.
- Demonstrated knowledge and experience in the implementation and use of best practice asset management, risk management and financial management
- Valid driver's licence

## **POSITION DESCRIPTION**

---

### Desirable

- Knowledge of the Technology One software solution
- Post graduate qualifications in a related field
- Local Government experience and knowledge

### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Proven leadership experience to manage and develop teams
3. Demonstrated ability to implement continuous improvement initiatives and lead change management in a large multi-disciplined organisation
4. Proven ability to implement policies, frameworks, methodologies, strategies and plans
5. Demonstrated ability to develop and manage budgets and resources required to meet asset management objectives