

POSITION DESCRIPTION	
<b>Title:</b>	<b>Senior Asset Engineer - Strategy</b>
<b>Group:</b>	<b>Asset Strategy</b>
<b>Reports to:</b>	<b>Asset Planning Manager</b>
<b>Grade:</b>	<b>19</b>
<b>Position Allowances:</b>	<b>May be eligible for Civil Liability Allowance (CLA)</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>2</b>
<b>Number of Indirect Reports:</b>	<b>2</b>
<b>Vehicle:</b>	<b>Yes</b>
<b>Position Code:</b>	<b>81105</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>March 2018</b>
<b>Date Reviewed:</b>	<b>July 2021</b>
Position Purpose	
<p>To deliver the Asset Management Maturity function of the Asset Planning team. This involves leading the Asset Officers in the strategic aspects of asset management (AM), as well as being the administration of the asset management information system and being responsible for subdivision development design referrals, legislative asset management auditing and reporting, ADAC management and preparation of Asset Management Policy, Strategy and Plans.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• A Degree in Civil Engineering or another relevant and equivalent tertiary qualification with extensive relevant experience.</li> <li>• Experience in developing and implementing Asset Management strategies.</li> <li>• Experience in the preparation and implementation of Asset Management Plans.</li> <li>• Ability to apply a sound knowledge of civil engineering construction principles.</li> </ul>	

- Demonstrated experience in Asset Management including the use of Asset Management Systems.
  - Demonstrated ability for accuracy, attention to detail and to manage multiple tasks to meet deadlines
  - Demonstrated experience in developing, mentoring and performance managing staff.
  - Excellent written and verbal communication skills and excellent presentation skills
- Demonstrated experience in development and review of quality management systems or other business improvement systems

**Desirable:**

- Previous practical experience in one or more of the following:
  - Roads
  - Storm water
  - Building
  - Recreational Assets
- Qualifications in asset management.
- Experience in conducting condition inspections on public assets.
- Experience in capital works programming and engineering forward planning.
- Experience with the Technology One Asset Management System.
- 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 this 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

**Asset Management**

Prepare, review, update and implement the Asset Management Policy & Strategy.

- Administer Council's Asset Management Information System (AMIS).
- Lead the team of Asset Officers in the continuous improvement and refinement of the AMIS and the data recorded within it.
- Lead the team of Asset Officers in the development, implementation and operation of a comprehensive condition and defect inspection schedule for Council's infrastructure networks, and provide expert advice on compliance, condition and requirements for asset intervention.
- Develop and manage an integrated defect management system and facilitate its adoption across Council through cross-organisational leadership.
- Develop a schedule for the occurrence of asset network revaluations and deliver their subsequent completion.

- Undertake annual updates of overall Asset Management Plan (AMP) through reviewing asset inventory, forecast asset growth, lifecycle costs and level of service determinations.
- Develop Community Assets AMP and asset class specific AMPs.
- Develop Business Assets AMP and facilitate delivery of business unit specific AMPs.
- Manage Council's continuous improvement in asset management as defined by the International Infrastructure Management Manual (IIMM) Asset Management Maturity Index.
- Complete all subdivision design referrals on behalf of the Asset Planning team.
- Manage the handover process of assets contributed from subdivisions, this includes but is not limited to:
  - Manage the Asset Design As Constructed (ADAC) system, including the integrated Feature Manipulation Engine (FME) software workbenches, to ensure that all contributed assets are captured within Council's AMIS and spatial data system
  - Manage the ADAC package that developers required to submit – both in terms of defining and refining the ADAC package requirements, as well as ensuring submitted data is satisfactory.
  - Lead the team of Asset Officers in undertaking handover inspections at completion of developer maintenance periods.
- Utilise Council's AMIS and enterprise systems to complete internal and statutory reporting requirements, including but not limited to Special Schedule 7 (SS7), Note 10 Financial Audit, Annual IP&R Reporting and National State of Assets.
- Manage the accuracy of Councils Infrastructure Insurance Register, ensuring that it aligns with the AMIS.
- Manage the asset management considerations in Council's development of Plans of Management, Masterplans, Business Cases, Studies and Strategies.
- Implement project management principles through contract and financial management of contractors for the purposes of delivering specialist studies, reports, cost estimates or condition assessment.
- Assist in the development of and reporting on Council's Community Strategic Plan, Long Term Financial Plan and Resourcing Strategy, 4 year Delivery Program and annual Operational Plan.

#### **Other Tasks**

- Fulfil the role of Promapp champion for the Asset Strategy Group, ensuring the development of a comprehensive suite of business processes that are delivered by the Group and Asset Management System (AMS).
- Provide leadership to Assets Officers and management of staff with an emphasis on staff empowerment, development and performance. Ensure both staff and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews
- Provide a high level of support to the Asset Planning Manager and act in that capacity as required.

- Represent the Asset Planning team at meetings and workshops related to the asset management maturity function.
- Prepare submissions for relevant grant programs and management of subsequent successful applications.
- Prepare professional and technically sound reports for Councillors, Executive Leadership Team and Senior Management Team as required.
- Maintain knowledge level through networking and seminars, conventions and relevant courses.
- Lead and manage Asset Officers in the completion of their duties.

### **Corporate**

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure staff/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Monitor changes to legislation and report on any maintenance implications to Council's assets.
- Implement and manage communications with staff and contractors including both formal and informal meetings.

### **Work Health & Safety**

- Take reasonable care of self and others 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 you are accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to the 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