



Position Description

Position:	Asset Management Coordinator
Unit:	Business Performance and Systems
Directorate:	Customer and Corporate
Location:	31 Victor St, Chatswood
Reports to:	Business Performance and Systems Manager
Classification:	P3 (5-10)
Hours of Work:	35
Special Requirements:	
Date Revised:	February 2018

Background

Willoughby City Council provides a vast array of services to the community, which is supported by a portfolio of assets valued at over \$1 billion. Planning for the future provision and maintenance of these assets is an important aspect of Council's financial sustainability, and is achieved via guiding policies and strategies and detailed plan documents. Large quantities of data, as well as systems through which that data is recorded, maintained and analysed, are the foundation of the planning process.

Based in Customer and Corporate, this position is required to work across Directorates and Business Units to achieve the organisation's asset management objectives and to facilitate quality management of physical assets within the organisation.

The primary relationships are with Council's internal teams: Engineering, Property Maintenance and Construction, Open Space, Finance, I.T., GIS/Land Information. The position will also be required to work with and coordinate software consultants.

Position Objective

1. Facilitate Council in setting organisational objectives for asset management and designing an asset management framework through which to achieve those objectives.
2. Develop an asset management strategy to document Council's objectives, scope and decision-making criteria for asset management.

3. Coordinate the implementation of the asset management framework throughout the organisation, aiming for integration between all Directorates and Business Units whose activities are supported by assets.
4. Coordinate the creation of asset management plans and supporting documentation
5. Determine and document the information requirements of Council with regards to asset management, in close consultation with internal and external stakeholders, and design, implement, support and promote an information system to satisfy those requirements
6. Provide advice on best practice asset management, including asset valuation and accounting.

Selection Criteria:

Essential Requirements

1. Tertiary qualifications in Asset Management and/or a related discipline such as engineering or experience/knowledge of asset management systems.
2. Knowledge of civil engineering/construction practices and, in particular, strategic asset management.
3. Project management experience and the ability to communicate, promote and effect change within the organisation.
4. Experience with IT system user interface design, SQL and/or relational databases.
5. The ability to work under pressure, either in a team or with minimum supervision, whilst ensuring constant consultation with stakeholders, and the co-ordination of consultants.
6. Well founded research and analytical skills with the ability to concisely formalise and present results in both written and graphical form.
7. Strong problem solving skills and persistence to resolve problems.
8. Good organisation skills including time management.
9. Ability to gain co-operation and assistance from stakeholders.
10. Awareness of and commitment to the principles of Work Health and Safety (WHS) and a commitment to attend relevant training.
11. Awareness of and commitment to the principles of Equal Employment Opportunity (EEO).

Desirable Attributes

1. A strong customer service delivery focus on all tasks undertaken within the Corporate Services team
2. Ability to consult, listen, interpret and put into action
3. A broad understanding of NSW Local Government business would be an advantage in the position
4. Familiarity with administrative, budgeting and financial procedures
5. NSW Driver's licence

Core Competencies:

Customer Service

Responds promptly to the requirements of both internal and external customers and strives to provide them with quality service that exceeds their expectations.

Sustainability

Ensures appropriate and effective use of all resources including people, money, time and assets.

Teamwork

Working together effectively to achieve goals while encouraging individual contribution and valuing diversity.

Accountability

Focuses attention and resources on meeting agreed goals and takes ownership of own performance and development.

Innovation

Adapts to change and innovation to work in a smarter and more focused way.

Diversity

Treats all customers fairly recognising each as an individual, respecting their dignity, privacy, culture and values.

Duties & Responsibilities:

1. Facilitate cross-divisional communication and integration of asset management activities throughout the organisation, including regular meetings of a cross-divisional steering committee for asset management, and ensure an adequate cross section of the organisation is represented at each stage of the project.
2. In close consultation with senior leadership roles, facilitate the documentation of Council's asset management objectives, and develop and implement an asset management policy that aligns with the City Strategy and other planning documents that make up the NSW Integrated Planning and Reporting Framework.
3. Develop Council's asset management strategy and a framework for its implementation, identify resource requirements and conduct periodic reviews.
4. Develop methods for analysis and evaluation of asset performance in close consultation with all relevant staff, and ensure reports are available to the organisation.
5. Develop predictive models and carry out life cycle costing for asset maintenance and capital expenditure, in consultation with staff from the relevant departments, facilitate their implementation and support their use.
6. Coordinate the completion of asset management plans and ensure their integration with Council's long term financial plan, workforce plan and other relevant planning documents.
7. Ensure consistency between data used for asset management and accounting purposes
8. Communicate the background, context and calculation methods relating to asset management planning reports to staff and, where relevant, Councillors.

9. Document the organisation-level information requirements in close consultation with members of the steering committee, including mandatory reporting.
10. Document asset-specific information requirements in close consultation with asset managers and all relevant Council officers.
11. Design, implement and maintain an asset information system that meets both organisation-level and asset-specific information requirements.
12. Develop and document business processes and workflows that maximise the effectiveness and efficiency of the asset information system, in close consultation with system users.
13. Coordinate and, where necessary, assist staff in the collection and maintenance of all asset inventory and condition data.
14. Monitor the quality of data and modify data collection and maintenance workflows as necessary.
15. Ensure training manuals are available and arrange training for users of the asset information system as necessary.
16. Provide front line support to users of the asset information system.
17. Ensure the asset information system aligns with and, where necessary, integrates with existing Council systems and complies with Council's corporate policies and plans.
18. In consultation with IT staff, coordinate the installation and testing of equipment, databases and software as required.
19. Set and review performance targets for individual asset classes and bring to the attention of class owners on a frequency basis
20. Assist with asset capitalisation and valuation tasks where appropriate
21. Keep a risk register for strategic asset management and coordinate the identification of risks by asset class owners.
22. Undertake benchmarking with peer organisations
23. Continually monitor the organisation's requirements, statutory requirements or best practice recommendations and assess and suggest improvements to either the asset management framework or the asset information system to meet these changing needs.
24. Communicate actions, timeframes, resources and other issues to stakeholders.
25. Additional responsibilities as requested by the Unit Manager.

Organisational Accountabilities:

All employees have general organisational responsibilities. These include:

1. Understanding and complying with the spirit and content of Council's Code of Conduct. A copy of the Code is provided at formal induction and is available on Council's intranet under "**Human Resources**".
2. Fulfilling all work health and safety responsibilities as outlined in the Work Health and Safety Policy, which is provided to all staff at induction and available on Council's intranet under Human Resources – Policies and Procedure.
3. Providing commitment to Council's Sustainability Charter and applying the principles of sustainability to all work practices.
4. Complying with Council's Contractor Management System when engaging contractors.
5. Responsible and accountable for creating, registering and keeping records as required by the State Records Act 1998, abiding by the Information Management Policy and using the required systems and procedures.

6. Understanding and undertaking all work in accordance with relevant Council policies and procedures.

Key Performance Indicators:

1. All project milestones completed on time and within budget and in accordance with quality requirements
2. Quality and acceptance of advice given
3. All stakeholders consulted and informed as required

Contacts Arising from the Position:

Within Council

All Council Departments including Engineering, Property Maintenance and Construction, Open Space, Finance, I.T., GIS/Land Information

Outside Council

Government Authorities, Contractors, Other Councils, Members of the Public