

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Coordinator Strategic Asset Management	Level	8-9
Business Unit	Asset Management	Position No.	00205
Directorate	Infrastructure Services	Date Effective	October 2002
Reporting to	Manager Asset Management	Date Reviewed	October 2024

2. KEY OBJECTIVES

- Management of the City's infrastructure asset management strategies, plans, inventories, processes and systems.
- Responsible for asset accounting processes and reporting of City infrastructure.
- Responsible for the process to develop the annual five-year capital works program.
- Undertake people, financial, project and contract management responsibilities.
- Provide a high level of customer service to internal and external customers.
- Promote a safe work environment.

3. KEY ACCOUNTABILITIES

- Infrastructure asset inventories, processes and systems are implemented, managed and maintained in accordance with strategic asset management principles, prescribed levels of service, industry standards and best practice.
- Financial management and processing activities are undertaken in accordance with City procedures and processes and applicable financial and statutory requirements.
- All works are undertaken efficiently and in accordance with City guidelines, specifications, ISO 9001 procedures and adopted practices.
- Project work is undertaken in accordance with the requirements of the City's Project Management Framework and contracted in accordance with the City's purchasing protocols.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Undertake activities in accordance with the Business Unit Plan, Annual Plan, Corporate Business Plan and Strategic Community Plan.
- Ensure people management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Strategic Infrastructure Asset Management

- Responsible for developing, implementing, managing and maintaining the City's infrastructure asset inventories, systems, processes and service level datasets.
- Initiate, develop, implement and review the Asset Management Strategy, protocols, processes, systems and training programs for the effective life cycle management of City infrastructure assets.
- Initiate, develop and implement infrastructure asset data collection and assessments for the Asset Data Management Plan.
- Facilitate the development of long-term funding strategies, asset renewal, service improvement plans and forward works programs.
- Responsible for the systems, processes and reporting to support the City's annual Five-Year Capital Works Program (including coordinating the release of public documentation).
- Provide a highly professional and technical advisory and consulting service to the City.
- Investigate, assess and respond to complex enquiries and requests.

Outcome: Financial Management

- Responsible for statutory and financial reporting for the City's infrastructure assets.
- Provide financial analysis of the City's infrastructure assets and projects to support the City's annual capital and operational budget and Strategic Financial Plan processes.
- Monitor and review the team operational budget income and expenditure on a regular basis to ensure conformity.
- Coordinate the Asset Data Management Plan funding requirements.
- Assist the Manager Asset Management to develop the business unit annual financial budget.

Outcome: Project and Contract Management

- Coordinate the delivery of projects to meet objectives of the City's Strategic Community Plan, Corporate Business Plan, Asset Management Strategy, Annual Plan and Business Unit Plan.
- Implement the annual program of strategic infrastructure asset management projects and the Asset Data Management Plan.
- Collaborate with other business units to implement joint strategic projects.
- Develop project plans including scoping, establishment of objectives, budget, schedule, communication and risk management.
- Monitor, report on and deliver projects in accordance with agreed project plan and budget.
- Prepare Executive Leadership Team and Council reports, implementing Council resolutions.
- Prepare expression of interest briefs to invite relevant parties to submit proposals.
- Identify relevant external funding opportunities and prepare application documentation in consultation with the Grants and Administration Officer.
- Consult with key stakeholders as part of City's decision making processes.
- Liaise with relevant government and non-government agencies.

Outcome: People Management

- Carry out a range of people management tasks including optimal resourcing levels, onboarding and offboarding in consultation with Human Resources.
- Set performance targets and development plans for employees that build and support engagement, growth and development.
- Provide effective leadership, coaching, monitoring and appropriate feedback to employees in accordance with the City's Performance Appraisal System.

- Actively promote Equal Employment Opportunity, diversity and inclusion.

Outcome: Administration

- Assist with the development of strategic and business unit plans.
- Develop and implement relevant policies, processes and procedures.
- Advise on efficient use of asset management systems, data management and reporting software.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Highly Developed Skills:

- Organisational and time management, with proven ability to effectively prioritise.
- Financial relating to asset accounting, budgeting and reporting.
- Communication, interpersonal, conflict resolution and negotiation.
- Coordination across the organisation, planning and collaborating with multiple stakeholders and external professional services.
- Written and verbal communication, with ability to analyse data and prepare concise reports.
- Computer skills including information management systems.

Comprehensive/Detailed Knowledge:

- Strategic and operational asset management practices and principles in relation to Local Government.
- Statutory and financial asset management requirements, standards and regulations.
- Relevant asset management systems and their relationships with corporate systems, financial processes and associated reporting and field technology.
- MS-Dynamics and thinkproject asset management systems and data management standards and practices.
- ArcGIS geographic information system, data management and mapping standards and practices and associated field technology.
- Public works design, construction and maintenance standards and practices.
- Tendering, general conditions of contract and specification writing.
- Roles of external government/authority functions and impacts.
- Work, Health and Safety legislation.

Extensive Experience:

- Implementation and maintenance of strategic infrastructure asset management systems.
- Developing and implementing infrastructure asset data management processes/standards.
- Implementation and maintenance of strategic infrastructure asset, financial and corporate information reporting systems.

Demonstrated Experience:

- Consulting with key stakeholders.
- Supervision of employees.
- Budget preparation, estimating and programming of works.

- Contract management and administration, including development of tender documentation.
- Monitoring compliance of contractors and/or consultants.
- Efficient management of a diverse portfolio of infrastructure assets.

Qualifications/Clearances:

- Postgraduate tertiary qualification in Civil or Public Works Engineering, Information Systems and/or Asset Management or working towards postgraduate tertiary qualification with extensive experience.
- IPWEA Professional Certificate of Asset Management Planning or equivalent relevant experience.
- Diploma Project Management or equivalent relevant experience.
- Diploma Contract Management or equivalent relevant experience.
- Current WA 'C' Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Coordinates a work area of the City at a higher level of ability and sets performance expectations.
- Responsible for the control and coordination of a work area including quality, cost effectiveness and timeliness of the relevant programs and projects, including large and complex strategic corporate projects.
- Exerts influence in the operations and procedures within the organisation relevant to infrastructure asset management.
- Complex decision making, requiring significant use of initiative and judgment.
- Solutions to problems require analytical approach and elements of development and creativity within the scope of corporate protocols.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Monitors own workflow and works under limited direction.

Internal:

- Other Business Units.
- Office of the CEO.

External:

- Utility providers and government agencies.
- Consultants, contractors, vendors and associated support organisations.
- Industry bodies and land developers.
- Ratepayers, the general public and local community groups.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	3
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