

## POSITION DESCRIPTION

<b>TITLE</b>	<b>Manager Asset Management</b>
<b>DIRECTORATE</b>	Infrastructure
<b>POSITION NUMBER</b>	AST001
<b>CLASSIFICATION</b>	Senior Executive Officer (SEO)
<b>OCCUPANT (IF APPLICABLE)</b>	Vacant
<b>APPROVED BY</b>	General Manager Infrastructure
<b>DATE OF CREATION / AMENDMENT</b>	April 2015

### PART A - COUNCIL AND COMMUNITY INFORMATION

#### OUR VISION

Vibrant and resilient communities with unique identities.

#### OUR MISSION

Working with our people to deliver valued outcomes that improve community wellbeing and are economically responsible

#### OUR VALUES

Our values drive how we undertake our work, how we interact with our communities and customers and with each other. All staff, contractors, volunteers and students are expected to demonstrate the values in whilst employed at Moorabool.

<b>Respect</b>	We treat others the way we would like to be treated
<b>Integrity</b>	We do what is right
<b>Practicality</b>	We are always part of the solution
<b>Excellence</b>	We continually improve the way we do business
<b>Equity</b>	We support fair distribution of resources

Additionally we encourage our staff to reflect the Charthouse Learning concepts whereby we aim to:

**Choose our attitude**

**Make the customer's day**

**Be present in conversations**

**Enjoy what we are doing**

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### OUR COMMUNITY

Moorabool Shire is a fast growing semi-rural municipality nestled between Melbourne, Geelong and Ballarat. It offers residents picturesque and friendly surrounds with the vibrancy of an active growing community. The Shire's landscape provides an array of living options. Residents can enjoy an urban lifestyle in towns like Bacchus Marsh (45km west of the Melbourne CBD) or take advantage of Moorabool's small towns and hamlets, rural open spaces and natural surrounds.

Spanning more than 2,110 square kilometres, Moorabool consists of 64 localities, hamlets and towns. More than 74% of the Shire comprises of water catchments, state forest and national parks. Some of its key attractions include the Wombat State Forest, Brisbane Ranges National Park, Lerderderg State Park, Werribee Gorge State Park and the Bacchus Marsh Avenue of Honour.

Our Shire is a popular tree change destination growing as fast as any other local government area in inland regional Victoria. The official population is currently just over 31,000 with 18,000 (approximately 60% of the total shire population), living in and around Bacchus Marsh. The remaining population is distributed throughout the large number of small towns, hamlets and farming areas within the Shire. The majority of people who relocate to Moorabool are young families seeking a semi-rural lifestyle.

The population of the Shire is estimated to increase by 70% between 2015 and 2041 to around 55,000. The majority of growth during this period will come from the new estates in the peri urban Bacchus Marsh area.

### PART B - POSITION OVERVIEW

#### ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO</b>	General Manager Infrastructure
<b>SUPERVISES</b>	Asset Coordinator Building Asset Coordinator GIS Officer
<b>INTERNAL RELATIONSHIPS</b>	Executive Group and Management Team Assets staff Engineering, Operations and Finance Teams Customer service staff Other Council departments
<b>EXTERNAL RELATIONSHIPS</b>	Other Councils Rate payers Statutory authorities Contractors and suppliers

## POSITION DESCRIPTION

### POSITION OBJECTIVES

- To take responsibility for leading the delivery of best practice asset management services through the effective and efficient management of human, financial and physical resources.
- Ensure asset management and infrastructure service delivery is supported by a strategic framework that achieves Council's vision and other higher order strategic documents.
- Responsible for driving improvement in asset management practices including policy and strategy development, information and database systems, long term capital programs and business process improvements.
- Actively support the General Manager Infrastructure in the effective operation of the Infrastructure Directorate and in the achievement of corporate objectives and organisational goals.
- Contribute and demonstrate a positive commitment across the organisation to the achievement of consistently high standards of customer service and responsiveness, continuous improvement and performance enhancement through a proactive approach to activities, needs and challenges.

### KEY RESPONSIBILITY AREAS

#### General Responsibilities

- Provide asset management services to Moorabool Shire Council in accordance with agreed programs and protocols including but not limited to:
  - Strategic asset management
  - Asset data management
  - Asset financial management
  - Asset maintenance management
  - Engineering investigation including traffic engineering
  - Asset related permit approvals
  - Building and facility maintenance
  - Geographical Information System (GIS)
- Develop, implement, maintain and review long term Asset Management Plans and Service Plans for major Council asset classes.
- Develop and implement strategies and programs to reduce Council's infrastructure renewal gap using data from maintained asset registers.
- Responsible for leading the development of policies, strategies, standards and systems which guide the long term development and sustainment of Council's infrastructure assets ensuring they are up to date and communicated across the organisation as appropriate.
- Ensure that 10 year capital renewal and improvement programs for each of the asset classes is developed, maintained and based on data, evidence and consultation with key stakeholders and sound principles for achieving sustainable outcomes.
- Development of an annual capital improvement program for inclusion in the annual budget.
- Ensure that simple, robust asset management systems are put in place to provide Council with accurate 'state of the assets' information to support good long term decision making.
- Maintain asset and maintenance management systems and databases so the relevant information is captured, accurate, and reported to relevant stakeholders.

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- Ensure the ongoing collection of data on the condition, functionality, financial performance and service delivery of Council's major asset groups and actively improve both the quality and scope of data collected and stored.
- Provide clear and meaningful technical advice to others that is able to be understood and applied.
- Manage the operation of Council's Geographical Information System (GIS) and review and implement the GIS strategy.
- Ensure that the GIS system supports service delivery, and provide officers with the knowledge and training to operate the system.
- Ensure provision of timely, professional advice and guidance relating to the issue of asset related permits.
- Attending and actively representing Council's interests in Council meetings and internal and external committees.
- Provide reports to the Executive and Council, as appropriate, on all aspects of programs, services and operations.
- Ensure the General Manager Infrastructure is kept fully informed of infrastructure matters where they impact more broadly on Council or the community.
- Manage and implement proactive and scheduled asset maintenance inspections across all asset classes via a maintenance management system.
- Promote a proactive approach to service delivery and maintenance programs and systems.

### Management & Supervision

- Manage the effective planning and programming of works against budget and ensure priorities are clearly identified.
- Ensure delivery of Council's asset management programs and incorporate the efficient and effective use of labour, plant and material resources.
- Achieve contractual obligations for all contract clients.
- Implement management approaches that deliver good quality products, tightly manage contractors, deliver good value and manage risk and safety on site.
- Provide leadership, guidance and support to staff and take responsibility for staff development and well-being.
- Ensure that all staff within the department have a clear understanding of the vision, mission and values of the organisation and the desired behaviours.
- Establish a culture of feedback and continuous improvement, where issues are identified in a constructive manner and staff are recognised for both positive performance and for identifying and implementing improvements.
- Establish clear performance goals and measures throughout the department (including Council Plans items, budget targets, (and other KPIs) and ensure performance outcomes are monitored and managed in a clear and open way.
- Ensure a healthy and safe workplace for staff, customers and the community.
- Foster a positive image of the organisation and productive relationships with Councillors and the community.
- Develop a skilled, unified and effective team focussed on delivering the agreed outcomes in an efficient manner.
- Ensure compliance with legislative requirements in all of the unit's programs.
- Develop and implement community engagement processes appropriate to the unit's services.

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### Administration & Budget

- Receive and resolve requests and complaints from the public and requests for information from Elected Members. Determine priorities of enquiries and specific requests for action within appropriate timeframes. Advise likely delays and keep the General Manager Infrastructure informed of the progress of requests.
- Develop a clear understanding of the of the customer experience in relation to their contact with the department and Council in general, and set standards for how requests are addressed in line with the organisation's goals.
- Ensure procurement occurs within Council's requirements and achieving value for money.
- Prepare and manage operating and capital budgets for the department and regularly monitor the performance and adherence to approved budgets.
- Control, monitor and report on works in progress and expenditure against budget. Keep the General Manager Infrastructure informed of the status of emerging issues.
- Preparation of financial and non financial documentation, including submissions, reporting and liaison for funding/service assistance or agreements.
- Identify infrastructure grant opportunities and contribute to the timely development of grant applications.
- Evaluate programs and budgets to ensure effective and efficient operations.
- Determine the most efficient method of management and resourcing for Council's services through the development and implementation of Service Plans.

### Business Improvement

- Implementation of Business Excellence within the service unit.
- Promoting the principle of best practice and the value of excellent customer service and continuous improvement.
- Work closely with unit managers and staff in identifying opportunities for productivity gains, workplace continuous improvement, performance enhancement and skill acquisition.
- Work with the General Manager Infrastructure to define current service and quality levels of all unit services, benchmark against other service providers and establish and implement Service Plan and Reviews.
- Develop continuous improvement strategies and targets for all services and provide support and training as required.
- Determine and implement appropriate operational processes, procedures and resource allocations to ensure effective organisational response to established policy and strategic frameworks.
- Always look to do things better through thinking creatively, questioning the way things are done and constructively challenging people and ideas.

### Occupational Health & Safety

- Create, maintain and foster a safe work environment at all times.
- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

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Each Manager/Coordinator is responsible for the implementation of the OHS Policy within their defined work area. Manager/Coordinators are to ensure that their employees are trained in the use of Council's OHS system, compliance with this system and OHS Legislation.

Specific responsibilities include, but are not limited to:

- Identifying, monitoring and investigating hazards, risks, incidents and activities within their Business units.
- Ensuring that OHS is integral to all processes and systems undertaken within their Business units.
- Provide support to all OHS Delegated Work Group Representatives and their Deputies.
- Ensuring that adequate budget provision and resources are made available to support OHS systems within the Business units.
- Ensuring appropriate proper instruction is given to employees in the use of plant, tools, materials and work methods in how to avoid any associated hazards, particularly with new plant and equipment.
- Report immediately any injury or near miss encountered during duties or whilst undertaking Council activities.
- Ensure working conditions are in accordance with occupational health and safety requirements.

### **Risk Management**

Council, Management, employees, work experience students, volunteers and contractors all have joint responsibility of making risk management a priority as they undertake tasks in delivering Council's services and achieving Council's objectives.

Specific responsibilities include, but are not limited to:

- Provide support to their General Manager to systematically identify, assess and manage risks and opportunities in their functional area, including the development and implementation of approved work practices.
- Ensure that this policy is communicated to their employees, work experience students, volunteers and contractors.
- Consult with employees, volunteers and contractors to identify, assess and manage risks and opportunities associated with their work.
- Implement Risk Management policies and procedures to meet legislative requirements.
- Ensure Council's Risk Management policy and Risk Management practices within the workplace and the community are observed and complied with at all times.
- Ensure the implementation of hazard and environmental aspect inspections, risk assessments and risk controls.
- Review, investigate and report all incidents.
- Initiate actions to continuously improve the Risk Management System.
- Maintain sound risk management practices within the department in accordance with Moorabool's Risk Management Policy.

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### ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the General Manager Infrastructure for:-

- Implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate work place practices.
- Adoption of a pro-active risk management approach to all Council activities that the incumbent 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.
- The management of the overall conduct and performance of the Assets Unit in relation to the attainment, of corporate objectives and the implementation of Council strategies and policies which relate to the unit's functions.
- The attainment of budget targets.
- Compliance with legislative requirements and regulations.
- Liaison and cooperation with other service units and departments to bring about an effective corporate team approach to meeting objectives.
- Develop long term strategies, strategic plans and policies for the unit and organisation.
- The quality, effectiveness, cost and timeliness of programs and projects within the Asset Management Unit.
- Financial authority as delegated.

### JUDGEMENT AND DECISION MAKING

Judgement and decision skills required for this position will include:-

- Exercising appropriate judgement and decision making in relation to all aspects of the day to day management of all services within the Assets unit and awareness of relevant legislation, Council policies, the Council Plan and the annual Service Unit Plans.
- Using appropriate judgement whilst overseeing and prioritising the workload of Asset Management services in accordance with the Council Plan, the Service Unit Plans, the annual budget, and good human resources and safe work practices.
- To contribute to the decision making of the Moorabool Executive Team representing the Infrastructure Directorate in the context of a cross organisational approach.
- Solve complex problems in a demanding operating environment.
- Applying sound personnel management principles and practices to all dealings with staff.

### SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:-

- Advanced knowledge of asset management principles and practices.
- Knowledge of statutes, procedures and guidelines applicable to the Service Unit.
- Extensive financial management skills including asset accounting, estimating, and ability to monitor and achieve budget targets.
- Have a wide understanding of the corporate plan, long term organisational goals and strategies and their implications on the community.
- Knowledge of other functional areas and their impacts on the infrastructure area.

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- Computer skills including understanding of and ability to use and apply a variety of relevant software applications, including specialised asset management, maintenance management and GIS software.
- Awareness and familiarity of engineering standards in relation to design, construction, manufacture and maintenance of assets under the control of this position.

### MANAGEMENT SKILLS

The management skills required to perform the duties of the position include:-

- Demonstrated financial management skills including estimating, and ability to monitor and achieve budget targets.
- Demonstrated management skills including the ability to monitor and achieve Council Plan, Services Unit Plan and budget targets.
- Ability to assess and meet the demands of changing priorities.
- Commitment to a customer focus, quality service and business improvement.
- Achievement of results within set time frames against conflicting priorities.
- Leadership and people management skills with the ability to develop and motivate staff and foster a team spirit.
- Well-developed people management skills including ability to adhere to and implement policy, OHS, individual and team development initiatives.

**Adherence to Moorabool Shire Council's Code of Ethics and Conducts Policy which includes the following Policies:**

- Acceptance of Gifts and Hospitality
- Information Privacy
- Policy Against Racial Discrimination
- Equal Employment Opportunity
- Counselling and Disciplinary Action
- Protected Disclosure Act 2012

Adhere to Council's Business Excellence Principles

### INTERPERSONAL SKILLS

Interpersonal skills include:-

- Ability to inspire and influence others and to lead, motivate and develop staff whilst fostering a team spirit.
- Ability to resolve issues and solve problems at an operational, strategic and organisational level.
- Flexibility in approach, ability to think laterally and application of innovative solutions.
- Ability to delegate to and motivate staff in a supportive manner.
- Public relation and conflict avoidance/resolution skills.
- Excellent negotiation skills.
- High level of written and oral communication to provide clear and concise information and effective presentation skills.
- Team oriented and a customer service approach.



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### QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in engineering, business or a relevant discipline with significant and diverse experience in both operational areas and management.
- Extensive experience in the management of municipal assets.
- Proven leadership qualities and demonstrated management achievement and experience within a relevant multi-disciplined environment.
- A proven track record in the service delivery of asset management principles/practices, asset management systems and GIS.
- Experience in a customer oriented and service provision environment.
- Current Driver's Licence essential.

### KEY SELECTION CRITERIA

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in engineering, business or a relevant discipline with significant and diverse experience in both operational areas and management</li> <li>• A proven track record in the service delivery of asset management, asset management systems and GIS.</li> <li>• Proven leadership qualities and demonstrated management achievement and experience within a relevant multi-disciplined environment.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Understanding of and ability to implement specialised asset management, maintenance management and GIS software.</li> <li>• Sound knowledge of asset management practices and procedures in a local government environment.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Commitment to a customer focus, quality service and business improvement.</li> <li>• High level of written and oral communication to provide clear and concise information and effective presentation skills.</li> </ul>

### APPLICANTS TO NOTE

- This position description is subject to review and amendment at any time, as appropriate and as approved by the General Manager Infrastructure.
- To ensure a safe and healthy work environment for all employees, smoking is not permitted at any Council controlled site, in any Council office, building or in any Council vehicle.
- All Council Staff must be able to work at any Shire location where Council maintains facilities.
- The successful applicant will be required to agree to a Police Check and a medical clearance.
- Canvassing of Councillors for employment will immediately disqualify prospective applicants for positions with Moorabool Shire Council.
- The successful applicant will be required to sign that they agree with a range of Council policies and that they agree to abide by these.
- The successful applicant will work to include our organisational values as part of their skill set.

## POSITION DESCRIPTION

### ACCEPTANCE OF THE POSITION - SUCCESSFUL CANDIDATE TO COMPLETE

*I understand, agree to and accept the role as outlined in accordance with this position description.*

NAME (please print)			
SIGNATURE		DATE	

### AUTHORISED MOORABOOL SHIRE COUNCIL REPRESENTATIVE TO COMPLETE

*Signed on behalf of Moorabool Shire Council*

NAME (please print)			
TITLE			
SIGNATURE		DATE	