

POSITION DETAILS		
Position Title: Strategic Asset Management Coordinator	Classification: Band 2 Level 3 Grade 16-17	Position Number: BHCC-AM-02
Group/Area: Asset Management	Reports to: Director Finance and Commercial	Hours per week: 35
Our Organisation: <p>Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
Position Objective: This position is responsible for ensuring that Council assets meet the needs of the existing and future residents while being managed and maintained in such a way that they minimise whole of life costs, reduce exposure to risk and maximise life expectancy. This will be achieved by leading and managing Asset Planners and Officers responsible for determining the technical levels of service and planning for the future needs of the community in relation to all assets under Council's stewardship.		
Special Requirements: This position may include working outside normal business hours and attending Council meetings and functions.		
Key Stakeholders: <ul style="list-style-type: none"> • General Manager • Director Finance and Commercial • Director Infrastructure and Environment • Asset Management staff • Other Council departments • Ratepayers and other service users • Community Groups and Individuals • Contractors 		
Reporting Lines: <ul style="list-style-type: none"> • This position reports to the Director Finance and Commercial • This position has 3 direct reports • This position will liaise with Asset Planners and Officers as required. 		

Accountabilities

You will use your professional skills and experience to ensure preventative maintenance regimes are developed and implemented for all components of buildings including:

- Develop and maintain current and identified Asset Management Plans for each asset class, including recommendation of optimum balance between capital and operational expenditure for each over the short and long term.
- Prepare the draft capital investment program, including supporting documentation for allocated portfolios and programs for the Corporate Plan and submissions.
- Develop and maintain the systems and documentation to meet the requirements of Council's Asset Management Policy, Asset Management Strategy and Strategic Asset Management Plans.
- Develop and maintain the systems and documentation in line with the ISO55000 series.
- Coordinate asset management activities with internal and external stakeholders.
- Support allocated asset management delivery activities.
- Provide support to the development and maintenance of appropriate standards and product specifications for new and replacement works.
- Ensure that all projects undertaken by the Strategic Asset Management team are carried out in accordance with all Council's policies, procedures and frameworks.
- Develop and maintain suitable management systems to ensure compliance to Council's IT systems.
- Identify and implement improvement opportunities to enhance the effectiveness and efficiency of asset management within Council.
- Provide support to enable the improvement in data capture to enhance value in asset management decision making.
- Guide the development of asset management capability within Council.
- Participate in other asset related projects as required and undertake duties within the employee's skills, competency and training as required.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.

- Ensuring that communication with customers is open, timely and transparent.
- Always act courteously and professional towards customers.
- Manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS Regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including but not limited to, WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.


Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their position.

Person and Position Specification

Essential

- Suitable tertiary qualifications, trade certification or equivalent qualifications in this field.
- Demonstrated experience in the field of asset management.
- Demonstrated experience in the preparation of asset management plans.
- Demonstrated experience and knowledge in the use of asset management tools and systems and data modelling.
- Strong knowledge of the requirements of ISO55000 series, along with relevant government policies and regulations.
- Demonstrated experience in asset criticality assessment.
- Experience in analytical and predictive techniques.
- Experience in evaluation of financial, environmental and social impacts of infrastructure and policy options.
- Demonstrated high level written and verbal communication skills.
- Demonstrated working knowledge with the Microsoft Office suite of applications such as Word, Excel and Outlook and willingness to learn new software programs.
- Provide/demonstrate the ability to manage/lead a high performing team.
- Ability to coordinate and influence staff, contractors and stakeholders to deliver outcomes to meet time, financial and quality standards.
- Ability to influence senior/executive management and regulators in support of policy and outcomes.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Demonstrated Awareness of Public Liability and other insurance risks.
- Current Class C Drivers Licence.

Acceptance of Position Description

<p>Approved: General Manager</p>	<p>Signature:</p> 	<p>Date: 29 / 11 / 2021</p>
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I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

<p>Accepted: Employee Name</p>	<p>Signature:</p>	<p>Date: / /</p>
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