

ASSET MANAGEMENT COORDINATOR

DOCUMENT TYPE:	Position Description		
POSITION:	Asset Management Coordinator		
POSITION SUPERVISOR:	Manager Assets and Infrastructure		
POSITION DIRECTORATE:	Operations		
POSITION DEPARTMENT:	Assets and Infrastructure		
POSITION TERM:	Permanent		
POSITION STATUS:	Full Time		N/A
POSITION AWARD CLASSIFICATION:	Band 7		
POSITION DESCRIPTION VERSION NUMBER:	7		
POSITION DESCRIPTION DATE ADOPTED:	January 2025		
POSITION DESCRIPTION REVIEWED BY	Manager Assets & Infrastructure, Human Resources Coordinator		
INCUMBENT:			
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.		
<p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p>			

1 POSITION OBJECTIVES

The objectives of this position are to:

- provide strategic advice in respect of sustainable, efficient and effective infrastructure management for the Loddon Shire community, taking into consideration objectives of the Council Plan, financial constraints and community service needs
- co-ordinate the delivery of key infrastructure services including development, prioritisation and delivery of Councils Annual Infrastructure Program, maintenance of Councils asset registers, co-ordination of Council asset inspection and assessment programs and provision of asset information services
- administer various infrastructure reporting and modelling services such as annual grants commission returns and long term financial planning in the context of asset management
- effectively co-ordinate the delivery a range of asset management services including permit approvals, standpipe operations, Heavy Vehicle/Higher Mass Limit route assessment and

approvals as well as provide technical advice to external or internal agencies or departments in respect to engineering design standards or technical requirements.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 Strategic Asset Management

The incumbent will:

- provide strategic advice and analysis in the determination of future utilisation, preservation, upgrade and creation of assets and infrastructure within Loddon Shire
- develop and monitor asset management plans for each of Council's major asset categories
- provide input in to the development of Council's Asset Plan
- develop and maintain Council's asset management systems for all asset classes including asset registers, asset investment models and asset condition data
- provide technical advice relating to transportation planning, traffic engineering management and road safety
- participate in the preparation, prioritisation and delivery of the annual Capital Works Program
- undertake financial modelling for Infrastructure renewal requirements and provide associated data for input into Council's Financial Plan
- coordinate the periodic assessment of asset condition and associated valuations and complete regular asset management performance reporting
- act as Council's representative in the development of regional asset management strategies and policies
- investigate and report on Asset Management performance measured against industry benchmarks and agreed performance indicators.

2.2 Asset Management

The incumbent will:

- prepare applications and manage grants from external funding bodies for the implementation of the Council's asset improvement and rehabilitation projects
- develop annual and five year maintenance and capital improvement programmes for all asset groups
- coordinate Council's response to Councillor and customer requests relating to the condition or performance of Council assets, including investigation of issues, drafting responses and the development of capital improvement/replacement proposals
- coordinate Council's response, including the maintenance of auditable records, to all asset related permit applications including asset protection, road openings, build over easement, legal point of discharge, vehicle crossings, B-Double and over dimensional vehicles
- coordinate Council's response to planning permit referrals in respect of implications for Council assets
- coordinate the maintenance of Council's asset register in liaison with the Finance, Operations and IT service units
- undertake development of business cases for new capital improvement projects
- undertake development of project scoping documents for inclusion within Council's Infrastructure Rolling Program
- manage records and plans of all Council's assets, including the transition to electronic document management

- develop and maintain procedures and systems for the management of Councils infrastructure assets
- undertake site investigations, testing activities and inspections when required
- research and make recommendations to management on appropriate best practice asset management and maintenance systems
- contribute to whole of life cycle planning for the management, rehabilitation and renewal programs for the individual assets and classes of assets
- prepare technical specifications, contract documents and consultancy briefs as required to deliver asset management objectives
- provide reports on technical matters and project activities, including recommendations to management and Council
- coordinate the operation of Councils standpipe network and street lighting network
- undertake analysis and investigation into service and utility demand for Council facilities with the aim of achieving cost or service optimisation or capitalisation of sustainability opportunities e.g. energy audits.

2.3 Financial management

The incumbent will:

- on an annual basis, contribute towards development of an overall budget strategy for the infrastructure asset base that ensures funds are allocated to asset classes and activities in accordance with identified priorities, relevant policies, strategies, long term financial plans and asset management plans
- program and coordinate the annual inspection and associated re-valuation of all infrastructure asset classes
- undertake financial modelling to identify appropriate funding strategies including development of long term financial plans for all infrastructure asset categories.

2.4 Records and information

The incumbent will:

- ensure that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into appropriate and authorised recordkeeping systems in accordance with Councils records management policies.
- monitor and report on the effectiveness of the adopted policies, strategies and asset management plans
- update physical and financial information on the asset base and provide reports to the MAV, VGC and Loddon Finance Department in accordance with nominated timelines (including asset valuations)
- provide regular reports on activities and the achievements of objectives, actions and performance measures (financial and non-financial) to the Manager Assets & Infrastructure or Director Operations
- provide input into policy development and review.

2.5 Leadership

The incumbent will:

- contribute to the development of Council's strategic plans, and implement, monitor, and report on the achievement of actions within plans relating to this position
- undertake community information and/or consultation sessions as necessary during the development and review of infrastructure policy and strategy.

2.6 Professional development

The incumbent will:

- attend appropriate peer networking events to enhance knowledge and information in relation to the position
- ensure that current and accurate levels of professional knowledge are maintained.

2.7 Customer service

The incumbent will:

- provide a high standard of clear, accurate and timely technical and general advice to Council, management and clients within areas of delegated authority
- efficiently monitor and administer Councils asset management functions so as to optimise asset renewal or upgrade investment, match service provision to community demand and ensure the long term sustainability of Councils asset base
- foster strong relationships with key internal and external departments, agencies or industry groups involved with Loddon Shire
- assist in liaising and advising Councillors, community groups and other business units on effective asset management and compliance with respect to established asset management plans.

2.8 Other duties

The incumbent will carry out such other duties as directed that are consistent with the general requirements of this position.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- process applications for infrastructure or asset related permits including assessment of the suitability of the road network or other asset base to accommodate such requests and preparation of associated correspondence, referrals and notices
- prepare reports for Council and other relevant bodies
- provide responses to enquiries at the counter and over the telephone
- represent Council at various meetings and working groups
- deliver outcomes/goals in accordance with relevant plans and within allocated budgets
- have authority to provide specialist advice and information on asset management policies
- have a high degree of autonomy and be responsible for setting individual priorities and practices in managing the workload to achieve agreed goals and deadlines

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- accountable to the Manager Assets & Infrastructure for a wide range of both strategic and operational tasks often working across work units and with multi-disciplinary teams
- provide expert advice on quality systems, project development, compliance with legislation and the development of Council policies and guidelines. Quality, relevance and timeliness of letters, memos, reports and various other documentation is essential
- be responsible for research and the development of policies, strategies and procedures on a wide range of issues pertaining to the engineering discipline.
- adopt 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.

4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- have the ability to analyse and balance competing interests and make recommendations on asset management programs, projects and investment which best meet the objectives of the Loddon Shire Council, Asset Management or Service plans.
- be required to solve day to day problems in accordance with operational policies/procedures and delegated authorities, recognising that there may be a need to seek guidance from specialists outside of Council in making judgements and decisions that may be outside of established practices
- interpret and effectively utilise the Road Management, Local Government, Planning and Environment Acts, regulations, legislation, court decisions, appeal determinations and other reference materials to achieve Council's asset management objectives
- apply judgement in the initiation, management and implementation of policies, strategies and action plans.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- Excellent knowledge of asset management principles including application of whole of life costing, service level optimisation, practical engineering treatment and construction practices and operability and hazard analysis.
- ability to provide accurate and timely advice to the public, staff or Councillors on infrastructure management or engineering related matters
- demonstrated administrative skills including record keeping and computing skills
- a sound knowledge of the relevant Acts and Regulations (e.g. Local Government & Road Management Act) and Government and Council Policies including the ability to apply professional knowledge and experience when confronted with new problems and challenges as they arise
- competent computer skills in a Microsoft environment
- a broad knowledge of Civil Engineering applications, asset management skills and transport and traffic engineering skills will be required to meet position objectives
- financial management skills including asset capitalisation, asset valuation and project estimating are essential to the success of this position
- awareness of the political and legislative environments applicable to this role
- a sound understanding and knowledge of Occupational Health & Safety and Risk Management principles and practices

6 MANAGEMENT SKILLS

The incumbent will:

- manage time, set priorities and organise workload to meet deadlines and expectations with little supervision
- maintain an understanding and ability to implement personnel practices and policies in accordance with Council's policies, Enterprise Agreement, Occupational Health & Safety legislation and Equal Employment legislation
- provide a flexible approach to achieving targets and objectives to enable the Infrastructure and Works Services Units to meet their targets within specified timelines.

7 INTERPERSONAL SKILLS

The incumbent will have:

- excellent verbal and written communication skills including the ability to effectively communicate with a broad range of customers that have varying levels of understanding of engineering and asset management processes
- excellent negotiation skills
- ability to work as part of a team.

8 EXPERIENCE

The incumbent will have:

- previous experience in Local Government or the private sector in a asset management, engineering or related discipline
- experience relevant to developing Asset Management Plans is essential
- A current Victorian driver's licence is essential.

9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A tertiary Engineering, Finance or relevant qualification	<ul style="list-style-type: none"> • Desirable
A current Victorian Drivers Licence	<ul style="list-style-type: none"> • Mandatory

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> • Manager Assets & Infrastructure
Supervises	<ul style="list-style-type: none"> • Assets and GIS Officer • Positions reporting to this position
Internal liaisons	<ul style="list-style-type: none"> • All Council staff • Councillors
External liaisons	<ul style="list-style-type: none"> • Government Departments • Solicitors • Ratepayers • Referral Authorities • Developers

13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. tertiary qualification in engineering, finance or considerable relevant experience
2. asset management experience and a comprehensive knowledge of local government infrastructure asset management processes, procedures and practices
3. excellent written communication skills with demonstrated ability to produce high quality reports, executive submissions, policies, standard procedures and correspondence with members of the public
4. demonstrated experience in supervision of a small team
5. excellent computer skills and ability to use relevant software e.g. asset management systems, database management, spreadsheets, word processing, scheduling and computer based estimating.
6. highly developed problem solving and decision making skills
7. highly developed time management and organisational skills and abilities.

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

15.5 Staff Code of Conduct

The Staff Code of Conduct applies to all employees of Loddon Shire Council. All staff must:

- adhere to the Staff Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.



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16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's signature:

Incumbent's name:

Date:

Manager's signature:

Manager's title:

Date: