

Job Title & Position Number: Manager Strategic Asset Management (Ref: 1405)

Level: Negotiated

Line Manager: Director Infrastructure Services

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: July 2024

1. Job Purpose

The Manager Strategic Asset Management is responsible for the integrated development and implementation of the City's Corporate Asset Management System. The position will ensure the City is managing its assets strategically, responsibly, and accurately. It will provide leadership, advice, and work in collaboration with other business units for delivery of the Strategic Asset Management Plan to achieve advanced maturity when assessed against the National Asset Management Assessment Framework.

2. Organisational Context

The position of Manager Strategic Asset Management reports directly to the Director Infrastructure Services. In total, four (4) branches report to the Infrastructure Services Director; Project Delivery & Engineering, Maintenance Operations, Fleet Services and Climate, Environment & Waste.

3. Key Accountabilities

- Lead the development of the asset management function that delivers on the objectives of the Strategic Asset Management Plan, including ensuring long term financial sustainability, managing key business risks and driving step change in customer experience, zero waste and zero emissions.
- Translate the asset management strategy into action by engaging and collaborating across the business, building asset management capabilities and competencies, and ensuring asset management plans are in place for each infrastructure asset category.
- Optimise asset management capex and opex expenditure to meet customer performance standards and service levels at the lowest possible cost and risk profile.
- Develop a clear picture of long-term asset management expenditure requirements to meet council and customer value expectations.

- Deliver innovation that enhances customer value through new technologies and best practice asset management practices.
- Integrate asset management with other key corporate activities including demand analysis and asset planning, organisational risk, Integrated Planning Framework, health and safety, operations, delivery, and financial planning.
- Actively lead and manage the City's asset management function to ensure all infrastructure assets are strategically managed in a financially sustainable manner.
- In close consultation with executive management team and managers facilitate the documentation of Council's strategic asset management objectives, and develop and implement an asset management policy that aligns with the City Integrated Planning Framework and other planning documents.
- Convene and support the Asset Management Working Group to provide governance over execution of the Strategic Asset Management Plan and delivery of customer value expectations.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.

- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative, and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Engineering or relevant field and relevant experience or lesser qualification with significant experience
- Postgraduate qualifications in Infrastructure Asset Management
- Advanced Diploma of Leadership and Management (desirable)
- C Class Driver's Licence
- Demonstrated ability to implement and influence change, including strong project management skills via the implementation of Asset Management Framework and System
- Extensive experience in managing diverse infrastructure assets including (but not limited to); roads, stormwater drainage, parks, and buildings, within the ISO55000 series framework and Western Australian State Government Guidelines

- Extensive experience in the development and implementation of policy and strategic level asset management plans and systems across a multidisciplinary organisation
- Demonstrated experience in successfully implementing asset management systems within a multidisciplinary organisation

Knowledge and Skills

- Extensive knowledge of asset management principles and practices including (but not limited to); data registration, condition assessment, risk assessment, maintenance practices, levels of service, asset revaluation/depreciation, forward planning, asset management strategy, asset accounting and asset roles & responsibilities
- Demonstrated working knowledge of contemporary and emerging issues and trends in government-controlled assets in an environment of aging infrastructure
- Extensive knowledge of asset management applications such as Technology One and integration with Geographical Information Systems (GIS), as well as exceptional MS Office software skills
- Substantial achievement in consistently facilitating and negotiating positive outcomes and support with a diverse range of stakeholders with different needs and priorities.
- Highly advanced verbal and written communication skills for liaison and reporting with internal and external key stakeholders and advocacy of asset management best practice across the organisation
- Well-developed strategic thinking capacity and a strong understanding of strategic asset management
- Highly developed ability to build and nurture strong internal and external relationships, encouraging business units and stakeholders to work collaboratively to address issues and achieve results
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles