Position Description
Coordinator Assets

Current Incumbent:	
Position number:	122-2
Department:	Property and Assets
Directorate:	Infrastructure
Classification:	Within Band 8 of the Moira Shire EA
Award:	*Victorian Local Authorities Award 2001*

About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

Role Purpose and Objectives

- Accountable to the Manager Property and Assets, the coordinator ensures the achievement of Corporate and Departmental objectives through the development and implementation of operational and strategic asset management programs.
- The role is to provide support and supervision to the Assets Team to achieve success.

Organisational Relationships

Reports to: Manager Property and Assets

Supervises / Manages: Assets Systems and Infrastructure Engineer

Technical Officer Assets

Technical Officer

Plant and Fleet Administrator

Assets Engineer

Administration Officer

Internal Liaisons: Council Staff

External Liaisons: Members of the Public

Committee members

Contractors and suppliers

Staff of relevant roads and water management authorities and/or utility companies

Key Responsibilities and Functions

Asset management and maintenance

- Take a lead role in the development of a progressive Asset Management Framework and provide annual updates of councils Asset Plan and Long-Term Financial Plan information requirements
- Ensure effective communication with members of the public and community groups in relation to asset management related activities.
- Initiate and assist to develop Capital Works Renewal Plans. Develop reports on assets condition and

whole of life projections.

- Assist with asset maintenance programs using asset management data. Responsible for asset management planning and system implementation audits.
- Assist in the review of assets, level of services and provide recommendations to management and Council regarding levels of service. To participate in community consultation regarding levels of service.
- Ensure asset handover and asset system updates are completed on a quarterly basis.

Lead Council's quarterly capitalisation cut-off of property, plant, infrastructure, and equipment by executing:

- Reviews of general ledger transactions to determine assets that will be capitalised, expensed, or held as WIP in accordance with Council's policies.
- Process carry forward WIP capitalisation or write-offs in Council's Asset Management System (Conquest).
- Capitalise contributed assets into "Authority" and ensure GIS data is accurately entered.
- Generate relevant reports for the Finance Team to assist with their reconciliation to the Asset Management System.
- Review assets' useful lives to ensure reflective of asset degradation and forecasting depreciation quarterly.
- Coordinate the condition assessment and revaluation of Council's assets including reconciling and verifying data to ensure accuracy of data adopted.
- Oversee the development of unit justification reports for internal revaluations performance over Council infrastructure assets.
- Complete asset valuation reports for Council's Audit and Risk Committee and External Auditors outlining key assumptions and judgements in the valuation of Council's assets.
- Develop and maintain Council's 10-year capital works plan in collaboration with the Finance and Strategic Asset teams and contribute to the Council's Financial Plan and quarterly updates on current and forward capital works programs. Play a proactive role in the development of Council's annual budget.

Additionally:

- Oversee the coordination of street light applications; and
- Coordinate the issuing of responses to applications received from the National Heavy Vehicle Register.

Development & implementation of procedures, policies and technology

- Preparation of good quality written correspondence, including letters, memorandums and council reports as assigned.
- Assist in the development and implementation of sound asset management policy options.
- Responsible for the continual improvement of asset management systems, technological advancements and management practices.
- Responsible for the development of asset management procedural documentation, including Service Plans, Asset Management Plans and maintenance programs.
- Responsible for maintaining the Council's asset management database using the asset management software program "CONQUEST THREE" and CONQUEST IV MOBILE.
- Responsible for the implementation of appropriate systems and data collection programs to ensure that relevant infrastructure records are collected, stored and integrated to provide useful information to responsible managers.

Staff supervision & management

- Manage and coordinate the day-to-day activities of the Asset Management Team and provide appropriate leadership.
- Undertake regular performance appraisals for staff who report directly to the position.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Position Descriptors

Accountability and Extent of Authority	• The Officer is responsible for ensuring that all tasks are carried out lawfully and in accordance with Council delegations, policies and procedures in a satisfactory manner as prescribed by the Assets Executive; • The provision of high quality, comprehensive, accurate and timely advice to the Manager, General Manager and clients. • Input into the development and review of departmental policies and procedures. • Completion of the requirements identified by MAV STEP Program. • Assist in minimising Councils risks and participate as required in Councils Risk Management Strategy. • The Officer is to ensure Risk Management tasks are completed in accordance with Councils Risk Management Strategy. • Care for and maintain all plant and equipment under direct control and promptly report any loss or damage. • Consistently apply sound asset management principles when interpreting applicable laws or Council policies, particularly when communicating with members of the public and other external bodies. • The freedom to act is set by policies, objectives and budgets. The actions of the officer may have a significant effect on the delivery of programs and projects of the Assets Unit and the public perception of the wider organisation.
Judgement and Decision Making	• The Officer will be required to solve complex problems utilising their professional and technical knowledge and a sound understanding of applicable laws, policies and procedures. • Guidance and advice is not always available within the organisation, however, some decisions will involve the identification, development and analysis of resolution options.
Specialist Skills and Knowledge	• Proficiency with appropriate computer technology and software, in particular asset management specific software. • Substantial knowledge of and experience in the National Asset Management Asset Framework (NAMAF) and ability to develop a progressive approach to asset management. • Ability to manage disaster funding claims under the NDRFA system, develop and maintain a suitable system of data capture to meet claim requirements. • Proficient asset management knowledge and experience; • Well-developed problem solving skills.

	• Understanding of organisational values and the legal and political contexts of Local Government;
	• Knowledge and familiarity with budgeting procedures;
	• Skills in preparation of project documentation, such as design briefs, specifications and tender documentation.
	• Knowledge of the various standard contracts typically used within local government, including AS2124 and AS4000 series.
Management Skills	• Ability to manage time, set priorities, plan and organise own work as well as that of the team, in order to achieve objectives within available resources and timetable despite conflicting pressures.
	• Ability to implement personnel policies and practices including Equal Opportunity, OHS, recruitment & selection, performance, development and position description development / reviews and contribute to long term staffing strategies.
Interpersonal Skills	• Ability to effectively listen and communicate courteously to all stakeholders.
	• Ability to liaise with Statutory Authorities to obtain information required for the completion of projects;
	• Ability to liaise with other units within Council in relation to relevant matters;
	• Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems;
	• Ability to motivate and develop employees.
	• Well-developed communication skills;
	• Experience in supervising and leading staff by example;
	• High level ability to communicate with stakeholders from varied backgrounds.

Key Selection Criteria

- Formal tertiary or other qualification in a related field with suitable experience;
- Substantial knowledge of asset management practices within a municipal environment;
- Substantial experience in developing and implementation of asset management systems & databases;
- Ability to manage time, set priorities, plan and organise own work and manage multiple conflicting priorities;
- Well-developed leadership skills in developing and leading a technically oriented team;

Essential qualifications and experience

- Proven experience with the development and implementation of Asset Management programs & databases and field staff education
- Proficiency with appropriate computer technology and software, in particular asset management specific software
- Experience in the management of NDFRA funding claims
- Current driver's licence.

Desirable qualifications and experience

- Professional certificate in Asset Management Planning
- Proven experience and knowledge of asset management activities within a municipal environment

including the National Asset Management Asset Framework (NAMAF) and/or NAMS

- Degree /Diploma in Civil Engineering or Relevant tertiary qualifications relating to asset management systems including IT Systems
- Experience in leading and managing teams

Inherent physical requirements

- High
  - o Ability to work within a demanding environment with competing requirements

- Medium
  - o Substantial periods of desk-related work

- Low
  - o Participating in other Council related activities

Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
Respect	• Community and customer focus	Tier 1
	• Plan and prioritise	Tier 1
Honesty	• Communicate and engage	Tier 2
	• Display resilience and adaptability	Tier 1
Accountability	• Demonstrate accountability	Tier 1
	• Deliver results	Tier 2
Teamwork	• Create, innovate and solve problems	Tier 1
	• Work together	Tier 1
Integrity	• Manage self	Tier 1
	• Act with integrity	Tier 2
Safety	• Actively contribute to the protection of the workforce's health, safety and wellbeing	Tier 1
People Leadership	• Manage and develop people	Tier 1
	• Lead and manage change	Tier 1
	• Think and act strategically	Tier 2
	• Inspire direction and purpose	Tier 1

Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and1986))* where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: _____
<div align="center">(Print)</div>

Signature: _____Date: _____

Managers name:_____
<div align="center">(Print)</div>

Signature: _____Date: _____

Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001.*