

WHITEHORSE CITY COUNCIL

Position description

Job title: Coordinator Asset Management Strategy	
Classification:	Effective Date: March 2025
Reports to: Manager Project Delivery & Assets	Tenure: Temporary

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.



WHITEHORSE CITY COUNCIL

Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

- Contribute to positive community outcomes through provision of direction, leadership and support with the development and implementation of best practice asset management plans and practices across the organisation.
- Actively participate in the development and implementation of asset management policy, strategic asset planning and the establishment of appropriate levels of service and standards for Council's assets.

Key Responsibilities

Position Specific Responsibilities

General

- Lead the Assets team providing leadership, guidance and support to achieve an efficient and effective team that contributes to a positive workplace culture.
- Ensure the work practices and culture of the Project Delivery and Assets Department embrace and encourage adherence to relevant OHS and EO legislation and policies
- Manage the successful performance of the team and encourage Council implementing best practice facilities maintenance standards through continuous improvement and innovation.
- Continue to develop facilities maintenance practices that ensure Council meets its regulatory requirements.
- This position reports to the Manager Project Delivery and Assets but is required to proactively work across all departments of Council to champion the development, acceptance and application of sustainable asset management policies and practices. The position will interact closely with the Coordinator Capital Works Program in relation to capital works monitoring and financial reporting.

Asset Management Policy & Strategic Framework

- Facilitate the development, establishment and review of best practice asset management policies, strategies and guidelines across the organisation
- Provide advice and guidance to lead the organisation on innovation and continuous improvement opportunities within asset management.
- Support the functions and role of Council's Asset Management Steering Committee
- Coordinate the collection, analysis and reporting of data to assist with the framing of sustainable infrastructure renewal budgets for all asset classes.
- Prepare reports as required to meet Council's responsibilities and statutory obligations.

- Prepare and deliver a presentations for a range of internal and external stakeholders
- Annually review and report on asset management practices, procedures and systems
- Develop strong and effective partnerships with internal and external stakeholders and assist asset managers across the organisation in providing high quality asset management services
- Develop training programs for staff to raise awareness of best practice asset management practices and procedures
- Undertake other asset management duties are directed

Asset Management Plans

- Facilitate the development and preparation of Council's Asset Plan.
- Facilitate the preparation and update of asset management plans for individual asset classes.
- Provide guidance, direction and appropriate support to asset managers across the organisation in the further development of asset management plans.

Asset Information System Management

- Facilitate and promote the use of Whitehorse Asset Management System (Infor IPS) and Renewal Modelling Tool (Assetic Predictor)
- Develop asset management systems to assist with budget development and renewal gap identification and analysis.
- Develop strong relationships that grow the organisation's performance, confidence, ability and accountability in Council's asset management systems.
- Support the integration of Council's Asset Management Systems with other key corporate applications. Ensure system integration with other corporate applications is promoted and championed.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.

- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Accountability and extent of authority

General: The Co-ordinator Asset Management Strategy is directly accountable to the Manager Project Delivery and Assets for providing efficient and effective asset management outcomes.

Budget: Development, management and monitoring of allocated budgets for asset management data management activities and asset management system improvements.

Staff responsibility: Management of Asset Management staff. Supervision of external consultants.

Judgement and decision making

- Required to take a lead role with the development and refinement of policies, strategies, systems and training programs relating to improving asset management practices.
- Required to draw upon relevant training/experience to evaluate and determine appropriate methods and procedures to resolve asset management problems and issues.
- Required to exercise sound judgement and problem-solving skills in the selection of the most effective methods or processes within budget & time constraints.
- Required to prioritise works & allocation of works to in-house staff as well as external consultants.

Specialist knowledge and skills

Technology:

- Proficiency in the application of the Microsoft Suite of applications, particularly Excel. Extensive experience with the use of relevant asset management applications.

Other technical skills and experience:

- Demonstrated ability with project management and leading project teams.
- High level of technical knowledge and experience with asset management principles, including asset planning, lifecycle, condition, service levels, renewal and maintenance.
- Relevant experience in the application of financial accounting principles, practices and procedures to asset management.

Inter-personal skills

- Excellent written and oral communication skills to enable effective interaction with and motivation of internal stakeholders.
- Ability to schedule tasks, plan activities and meet deadlines.
- Well-developed analytical and report writing skills.

Management skills

- Highly developed leadership skills to facilitate successful and outcomes.
- Ability to establish suitable skill development arrangements for a wide variety of staff across different departments within Council.
- Ability to manage own time, set priorities, and achieve targets.

Qualifications and experience

- Tertiary qualifications in Asset Management or equivalent.
- Experience with the application and use of technology solutions for asset management planning and analysis.
- Highly developed leadership skills to facilitate successful outcomes.
- A valid driver's licence.
- Satisfactory National Criminal History Check.

Other skills and attributes

- Attention to detail.
- Ability to work independently and as part of a team.
- Excellent customer service skills.

- Previous experience working in asset management field.
- The employee may be directed to carry out duties within the limit of their skills, competence and training, provide that such duties are reasonable and do not promote the narrowing of their skill base or opportunity for development.

Key Selection Criteria

1. Tertiary qualifications in Asset Management or equivalent.
2. Excellent written and oral communication skills and demonstrated successful people management experience including ability to liaise, persuade and negotiate at all levels.
3. Demonstrated ability to set priorities, plan, coordinate resources and manage time effectively to achieve objectives within agreed time frames and project deadlines.
4. Experience with the application and use of computer software for asset management planning and analysis purposes.
5. Budget and financial management skills.
6. Demonstrates organisational values and behaviours.

Physical and Functional Requirements

PHYSICAL FUNCTIONAL DEMANDS (POSTURE AND MANUAL HANDLING)

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
Standing Tasks involve standing in an upright position.	<ul style="list-style-type: none"> Meeting with Council officers. Including review, display and sorting of documents 	Occasional		
Squatting Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Kneeling Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Walking Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> Regular short distances < 50m, Trolley used when appropriate to aid in manual handling 	Sometimes performed		
Lifting (Floor to waist) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		
Lifting (Between waist and shoulder) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		
Reaching forward Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Occasional Once per day		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
Pushing/Pulling Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> Movement of objects, documents and other equipment at workstation 	Occasional		
Hand/arm dexterity Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> Photocopying of documents Using the telephone Preparation of correspondence 	Daily, intervals across 7.6 hours Up to 7.6 hours a day, head set offered, supplied phone headsets recommended Occasional		
Handwriting Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> Note taking in meetings 	Occasional		
Keyboard duties Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> Data Entry, emails, Phone interaction, reports, correspondence etc 	Daily, intervals across 7.6 hours		

COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
Decision making The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		
Degree of Self-Supervision The ability to work effectively without supervision.				✓		
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.			✓			
Problem Solving and Analysis The ability to work effectively at solving problems and analysing situations and information.				✓		

PHYSICAL FUNCTIONAL DEMANDS (SENSORY)

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
Vision Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				
Smell Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
Touch Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

Mandatory Personal Protective Equipment: Nil