# **Position Description**

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| **Position Title** | Manager Asset Services |
| **Directorate** | Sustainable Development and Infrastructure  |
| **Level** | Management – Negotiated |
| **Reports to** | Director Sustainable Development and Infrastructure |
| **Responsible for** | * Coordinator Asset Management
* Coordinator Landcare and Environment
* Coordinator Building Assets & Maintenance
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| **Primary Location** | Margaret River Civic Administration Centre(travel to other locations is required on a regular basis) |

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| **Position Overview** |

* To foster a best practice sustainable approach to infrastructure planning, asset management, landcare and environmental management, and building maintenance through providing a high quality and effective service that is responsive to the community’s needs.

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| **Position Responsibilities** |

* To prepare and annually update asset management plans and forward works plans/programs for all classes of assets, linked to Council’s Forward Capital Works Plan and Long Term Financial Plan.
* To prepare and review local laws, polices, procedures and standards for Council infrastructure.
* Ensure continuous improvement in the development of the Shire’s Asset Management system, forward infrastructure planning and environmental management.
* To implement projects and programs in accordance with Council’s Strategic Plan and budget provisions.
* To prepare and lodge grant funding applications with the purpose of maximising Council’s grant revenue opportunities.
* Provide due diligence to Council’s major projects in accordance with Council’s Finance policies and procedures.
* Provide support to relevant Council and external committees to ensure appropriate levels of consultation are achieved and directional support to Council is provided.
* Manage the provision of quality services and products to Council stakeholders and customers through the adoption of a continuous improvement philosophy.
* Fulfill requirements of Schedule 1 – Manager Key Functions and Duties

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| **Position Requirements** |

**Essential**

* Experience in a management role in asset/infrastructure planning, management and delivery of projects
* Tertiary qualification in Engineering or equivalent
* Excellent interpersonal, verbal and written communication skills
* Proven ability to manage financial and physical resources
* Proven track record of participation in strategic planning
* Demonstrated experience in community consultation and engagement
* Working knowledge of computer software applications relevant to position
* Demonstrated ability to create and foster best practice, innovation and continuous improvement in infrastructure management and capital works delivery
* Sound knowledge of contemporary human resource management practices
* Excellent conflict resolution, negotiation and mediation skills
* Ability to work effectively and develop positive relations with team members
* Excellent report writing skills
* Possess a current Western Australia “C” Class Drivers Licence

**Desirable**

* Good public speaking and presentation skills
* Knowledge of business excellence principles and application
* Tertiary qualifications in management
* Knowledge of natural resource management and environmental protection principles
* Knowledge of building construction and maintenance
* Knowledge of sustainable development principles

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| **Key Relationships** |
| **Internal**  | **External** |
| CouncillorsInternal CommitteesExecutive Leadership Team Senior Leadership TeamBusiness Unit StaffAll Shire Staff | Community members and groupsPublic utilities and authoritiesConsultants and other professionalsState and Federal ministers and departmentsAssociations of local governmentLocal governments |

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| **Our Values - The Way We Do Things** |

**Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.

**Integrity** We have the courage to do the right thing and be transparent in our decision making.

**Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.

**Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

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| **Acknowledgement** |
| Incumbent Name | Signature | Date |
| Reporting Officer Position & Name | Signature | Date |