



**SHIRE OF
HARVEY**

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Manager Assets

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Contract
Reports to:	Director Infrastructure Services	
Supervision of:	Coordinator Property Maintenance – Assets Technical Officer Assets	
Significant Working Relationships:	Directors Managers Supervisors	

2. Position summary

Prepare and manage the Shire’s asset management strategies, policies and plans to ensure the long term effective maintenance of Shire assets. Provide guidance on key asset management methodologies and develop asset management programs to ensure continued quality customer service for the community. Oversee the preparation of programmed condition inspections and maintenance of asset register systems.

3. Community strategic objectives



Diversified Economy



Connected Communities



Protected Natural Environment



Sustainable Built Environment



Effective Civic Leadership

4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

Key functions	Specific duties
Asset Management	<ul style="list-style-type: none">• Ensure the Shire's assets are maintained effectively and are compliant with legislative requirements.• Develop and provide guidance on key asset management methodologies, namely levels of service (customer and technical) whole life cycle management of assets, risk management, condition assessment and determining confidence levels of attribute data.• Manage and develop the Shire's asset management programs to provide quality customer service to the community.• Oversee the preparation/development of asset management plans by responsible Business Unit Managers/Officers.• Arrange programmed condition inspections; attribute collection of existing and new assets classes for the purpose of data entry into asset management system and develop and maintain asset inventories.• Oversee the provision of the corresponding GPS locations to condition inspection data for entry into the Shire's Geographical Information System to assist in the data validation process and mapping of the Shire's assets as required.• Manage the development of rolling asset management plans by other Business Unit's and provide advice on asset management matters to internal and external stakeholders.• Liaise with the Shire's Manager Financial Services in the preparation of annual asset valuations and financial reporting requirements.• Prepare Council agendas on asset management matters as required.

	<ul style="list-style-type: none"> • Prepare and oversee the implementation of the Shire's Asset Management Strategy and Policy.
Building Maintenance and Renewal	<ul style="list-style-type: none"> • Ensure the Shire's Building assets are maintained effectively and are compliant with building legislative requirements. • Oversee the implementation of programmed building maintenance works. • Oversee the collection of building asset condition data and the development of long term specified building maintenance and renewal programs. • Ensure buildings are regularly inspected for maintenance requirements. • Manage the functions undertaken by the Coordinator Property Maintenance – Assets and Technical Officer – Assets. • Oversee the engagement of maintenance contractors and ensure they perform assigned tasks in accordance with legislative requirements. • Oversee the preparation of building insurance claims and reports as required. Analyse/monitor claims and minimise risk as required. • Oversee the management of maintenance agreements for leased properties. • Oversee the review of access control for buildings and infrastructure.
Procurement	<ul style="list-style-type: none"> • Prepare and oversee requests for quotation and tenders, contract specifications and plans for the procurement of service agreements and contracts as required. • Prepare scope of services, tenders and contracts for the procurement of external support. • Monitor the asset management budget in a proficient manner and advise of any unplanned variation expenditure on a regular basis
Leadership and management	<ul style="list-style-type: none"> • Provide leadership to the Asset Management business unit, encourage responsibility and initiative and foster an innovative work environment for all employees. • Identify, schedule and deliver projects identified in the annual Operational Plan. • Develop, implement and report on program performance standards.

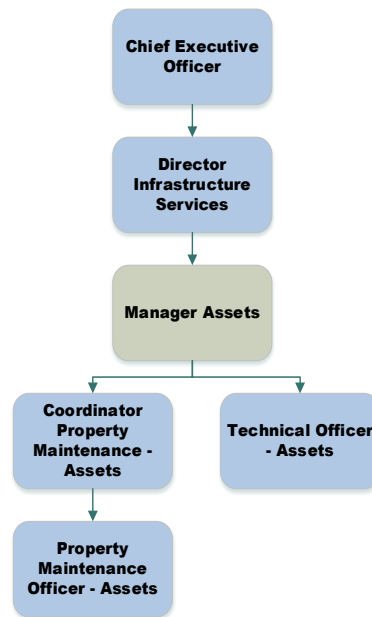
	<ul style="list-style-type: none"> • Maintain effective communication and relationships with the Director and business unit members. • Promote and encourage effective and innovative practices within the business unit. • Ensure an attitude of inclusion and respect is at the forefront of all Asset Management activities.
Financial	<ul style="list-style-type: none"> • Monitor the financial performance of the business unit against the service plan and annual budget. • Review financial requirements annually and ensure integration with the Shire's Corporate Business Plan. • Ensure business unit complies with grant funding guidelines. • Ensure comprehensive and informed financial analysis is undertaken when considering purchases. • Undertake financial risk management with projects and advise the Director of impacts affecting financial risks as they are identified. • Provide input as required to asset valuation compliance.
Representations	<ul style="list-style-type: none"> • Provide background information as required to the Shire's legal representative on appeals and court matters where required. • Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains informed and where appropriate participates in the processes which may impact on its activities.
Policies and procedures	<ul style="list-style-type: none"> • Review and develop business unit policies, plans, manuals and management guidelines. • Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director of the progress in the implementation of activities. • Review and implement the risk management plan framework for business unit activities. • Ensure all decisions made and directives given by the Director relating to the business unit are acted upon.
Human resource management	<ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees.

	<ul style="list-style-type: none"> • Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all. • Implement best practice human resource management and ensure employees within the business unit are accountable for their performance.
Work Health and Safety	<ul style="list-style-type: none"> • Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. • Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers. • Ensure the application of the relevant policies, procedures and systems regarding the <i>Work Health and Safety Act 2020</i>.
Other	<ul style="list-style-type: none"> • National Crime Check. • Current “C” Class Drivers License.

6. Extent of authority

- Operates under the general direction of the Director Infrastructure Services within the Shire procedures, guidelines and practices and Council Policies.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.
- Use of delegated authority as approved by Council.
- Authorised person as per the approved Authorised Officer list.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualifications in asset management and/or building construction and/or extensive experience in either asset management and/or building construction related disciplines.
2. Demonstrated knowledge and skills in the development and implementation of an asset management framework.
3. An understanding of infrastructure asset management inspection/condition rating processes including asset register/system knowledge and experience.
4. Previous experience leading and developing a team, managing budgets and preparing grant applications.
5. Knowledge of corporate asset management planning practices.
6. Highly developed written and verbal communication and negotiations skills.
7. Advanced working knowledge with computer-based asset management systems and MS Office suite of programs.

Desirable

1. Experience in developing strategic asset plans for a wide variety of assets including the development of service level standards and performance indicators.
2. Experience in infrastructure management, maintenance and construction.
3. Experience in asset management policy and governance.
4. Experience in budgeting for construction / maintenance programs.