

POSITION TITLE:	Senior Asset Engineer	CLASSIFICATION:	BAND 7
REPORTS TO:	Coordinator Asset Management & Systems	CONTRACT:	Permanent
DEPARTMENT:	Asset Management		

OUR STRATEGIC CONTEXT



VISION

Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

HOW YOUR ROLE CONTRIBUTES

The role contributes in delivering key service delivery and asset management functions for the Asset Management & Systems Team, in the Asset Management Department.

The team member must have at least all the skills and competencies as described in this Success Profile.

Since the Asset Management team needs to work collaboratively across the council, the person undertaking this role must have a team, department, divisional and a council wide focus in achieving outcomes.

RESPONSIBILITIES	KEY OUTCOMES
Service Delivery outcomes	<ol style="list-style-type: none"> Finalise responses to requests for information and services. Engage and lead with service managers in the development of service levels
Asset Management related outcomes.	<ol style="list-style-type: none"> Analyse and compile asset management data to provide effective business information including life cycle analysis. Compile, review, update and validate asset data and databases. Undertake analysis of asset performance data to inform asset strategy and Asset Plan development and reporting. Lead asset management data cleansing, asset register updates and data input Maintain the asset information in the asset management system and GIS data so that it is current, up to date and accurate in line with the Data Management Framework Assist with the definition of service level requirements and asset performance. Import, maintain and monitor asset condition audit data in Council's Asset Management System (AMS). Manage the development of Asset Portfolio Asset Plans in line with the Asset Management Maturity Improvement Plan program Manage the development of level of services for each asset class that can be communicated with the community Manage the engagement and communications plans with the Community as asset portfolios are being developed Drive the development of renewal programs based on asset condition data for each asset class. Drive the delivery of business improvement initiatives that improve the management of assets and determined from the asset portfolio development Analyse long term impact of the condition of assets based on various funding scenarios Drive the delivery of the Asset Management Maturity Improvement Plan action plan. Lead and support the preparation of the 10 Year capital works Program and the 10 Year Asset Plan

	<p>16. Provide expert advise on Road Management Act obligations</p> <p>17. Carry out any other related duties as need to support delivery of the Units business objectives</p>
Continuous Improvement and KPI focus	<p>1. Contribte to achieving relevant KPIs for the Unit.</p> <p>2. Asset Handover data processed within the timeframes required for Finance.</p> <p>3. Review and assist in the continuous improvement of the Asset Handover process.</p> <p>4. Delivery of the actions of the Asset Management Maturity Improvement Program</p>
	<p>1. From time to time the Coordinator would need assistance on projects seen as a priority. Assist with these projects/activities.</p> <p>2. Support Co-ordinators develop strategies to capture and manage infrastructure asset information and registers.</p> <p>3. Contribute to asset management plan development, asset renewal planning and reporting.</p>

KEY WORKING RELATIONSHIPS



Direct

reports:

Internal:

External:

No direct reports

All departments that are relevant to the carry out the above responsibilities.

COS rate payers, other councils, utilities and government agencies.

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<p>i. Manages resources, advises clients, and contributes to development of asset management policy. Authority is within policy/budget frameworks, with potential for significant impact.</p> <p>ii. Provides expert advice, regulates clients, subject to professional review. Decisions impact clients.</p> <p>iii. Conducts investigations and analysis work, with authority guided by senior positions. Impacts policy development.</p> <p>iv. Contributes to asset management policy development.</p>
Judgement and decision-making	<p>i. Solves specialised complex problems using established methods, adapting them to new situations, often with limited guidance.</p> <p>ii. Analytical Recommendations requires identifying and analyzing diverse options before making recommendations.</p>
Specialist knowledge and skills	<p>i. Requires proficiency in the application of a theoretical and scientific discipline in the search for solutions to new problems and opportunities in Asset Management.</p> <p>ii. Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.</p> <p>iii. Understanding required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates including knowledge of assest management.</p> <p>iv. Understanding of data management and updates and its importance in asset management</p> <p>v. Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures</p>
Management skills	<p>i. Manages time, prioritizes tasks, and organizes work to meet objectives efficiently under pressure.</p> <p>ii. Implements personnel policies (e.g., recruitment, OH&S), and contributes to staffing strategies.</p>
Interpersonal skills	<p>i. Ability to gain co-operation and assistance from clients, members of the public and other colleagues in the administration of broadly defined activities and to motivate and develop colleagues.</p>

	ii. Liaise with counterparts in other organisations to discuss and resolve specialist problems and with other Employees within organisation to resolve intra-organisational problems.
Qualifications and experience	i. The skills and knowledge needed are beyond those normally acquired through tertiary education alone. ii. Skills required gained through completion of degrees or diploma courses with several years of subsequent relevant experience. They might also be acquired through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

WHAT WE ARE ALL RESPONSIBLE FOR



Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: