



Strategic Assets Coordinator

Position Number:	500027
Directorate:	Governance and Corporate Performance
Department:	Finance and Assets
Reports to:	Manager Finance and Assets
Classification:	Band 8
Employment Status:	Permanent
Location:	Civic Centre Broadford – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Date created/amended:	October 2020
Employee signature:	Date: / /

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



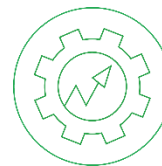
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



About the Role

Objectives

- > To provide Asset Management Leadership within Council and focus on long term asset planning, development and management of Council assets.
- > Drive the refinement of policies, frameworks and methodologies that ensures assets deliver the nominated level of service to customers and community
- > Responsible for the development of efficient and effective asset management systems for the Shire's Infrastructure, including road network, bridges, drainage, buildings and parks/recreation, to support the goals of the Council Plan.
- > Develop and maintain Council's Asset Management system including data gathering, entry, and analysis and reporting.
- > Develop, co-ordinate, implement and review Council's asset management policies, strategies and plans in consultation with relevant stakeholders.
- > Liaise with all Council staff to gain support and commitment towards achieving corporate goals regarding asset management.
- > Ensure that council executes its responsibility in accordance with relevant Acts, Rules, Regulations and Guidelines in relation to asset management.
- > To prepare tenders and contract documentation, as required, in accordance with Council's requirements and supervise contractors engaged to undertake data collection and develop various asset management systems as required.
- > To ensure information provided from subdivision developments is compliant, accurate and correctly loaded into Council's Asset and GIS systems
- > To maintain an asset management and maintenance system
- > To assist Managers in the preparation of the Long-Term Capital Works Renewal Programmes through detailed modelling of Infrastructure Assets that support their service areas.
- > Incorporate information from Council's adopted strategies and masterplans regarding new, upgrade and expansion assets and ensure these are detailed within relevant Asset Management Plans along with estimates of cost against the proposed year of construction.
- > Manage the day to day management of Council's GIS service
- > Manage the day-to-day management of Council's property portfolio ensuring compliance with Council's Leasing and Licencing Policy and Procedure documents.
- > Manage the day-to-day operation of Council's leasing portfolio, including, legal and corporate compliance, drafting and negotiating commercial and community leases and licences and maintaining the lease register, in accordance with Council's policies and procedures.
- > Provide strategic input into Council's property portfolio including opportunities to buy, sell or lease land holdings, and action the approved strategies.

Key Responsibility Areas

Asset Management

- > Provide direction regarding optimal asset management process/practices for Council.
- > Actively contribute and support Managers and Coordinators with Service Planning and Asset Planning requirements.
- > Provide support to Service Departments in relation to Asset management, GIS, reporting, analysis and interpretation of results and requirements
- > Provide training to Service Departments in respect of their asset management responsibilities.
- > Develop, implement and review asset management policies, strategies and plans to ensure Council meets its corporate objectives in relation to asset management.



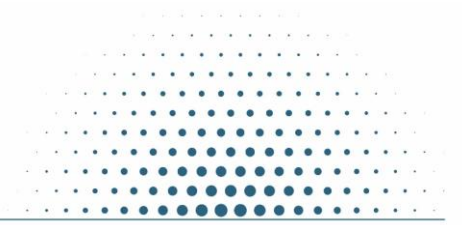
- > Coordinate the collection of asset condition data in a timely cycle and in accordance with Asset Management Plans.
- > Ensure asset registers are developed and maintained with current and relevant data, and incorporated into the GIS, and include valuation and depreciation records.
- > Develop and maintain computerised Asset Management and GIS Systems, recording all required details of Council's Infrastructure and other assets.
- > Ensure that all works carried out are recorded in the Asset Management System and a full asset and maintenance history is established.
- > Monitor, review and implement the Asset Management Strategy Plan.
- > Ensure efficient and effective utilisation of various Council Infrastructure by preparing asset renewal, development and rationalisation plans.
- > Ensure the Capital Works Programme is soundly based on asset management principles supported by Asset Data.
- > Monitor the status of asset capitalisation and provide support to departments to ensure timely and accurate completion of the capitalisation process.
- > In line with the corporate subdivision workflow process, monitor the number of subdivisions at practical completion and ensure the timely validation of asset information provided by developers, and the subsequent loading of new assets once developments have been titled.

Financial and Resource Management

- > Support the compilation of Council's Capital Works Programme during planning and budgetary process.
- > Provide asset management financial data to managers to assist in their preparation of project and annual budget estimates for the recurrent and capital works programmes.
- > Ensure accurate asset valuation, depreciation and capitalisation reports are provided as part of the end of financial year audit preparation process.
- > Undertake extensive analysis of financial outputs for variances and trends.
- > Undertake financial and performance modelling using the asset management system (Moloney Asset Management System).
- > Prepare reports on asset valuations for compliance with AAS27 Accounting Standards, Council's Audit requirements and for various internal and external funding applications such as Victorian Grants Commission.
- > Develop, monitor and review budgets and expenditure in accordance with organisational guidelines for specified programs and projects.

Staff Management and Development

- > Promote the values and priorities of the organisation to all staff.
- > Actively support and promote a culture of continuous improvement and business excellence, recognising achievement and innovation.
- > Develop annual Performance Development Plans (PDP's) for staff and ensure performance of all staff in the Department is monitored and assessed against targets.
- > Create an environment where innovation and achievement are emphasised and rewarded.
- > Ensure appropriate levels of staff training and development.
- > Manage the performance and adherence to standards by contractors and agents of Council.



Other Duties

Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

About You

Key Selection Criteria

1. Ability to demonstrate how the organisational values apply to the position.
2. Able to build and sustain relationships with various stakeholders and management.
3. Ability to apply sound asset management principles to develop asset management plans.
4. Demonstrated ability to develop and implement Asset Management frameworks and reporting processes.
5. Well-developed understanding of the relationship of the asset management function to the Australian Accounting Standards.
6. High level of skill in use of computer-based software packages including the Microsoft Office Suite and asset management systems.
7. Ability to review processes, monitor outcomes and implement process improvements.
8. Excellent report writing and public speaking skills.
9. Ability to manage competing priorities, delegate tasks and achieve milestones
10. Demonstrated thorough knowledge of Asset Management and GIS Systems and Principles.
11. Ability to develop budgets and monitor forecasts and actuals relating to the team.

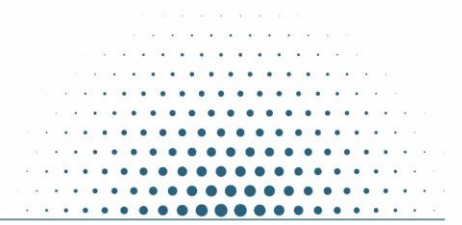
Qualifications and Experience

Essential

- > Tertiary qualifications in Asset Management or Engineering or related field or equivalent.
- > Substantial experience in an Asset Management related field.
- > Demonstrated knowledge & understanding of the fundamentals of asset management.
- > Experience in planning and policy development and managing change in an environment of resource constraint.
- > Ability to mentor, motivate and support a team.
- > Experience in Asset Management Systems and/or principles and their relationship to AAS27
- > High level of experience with database management software applications.
- > Valid Victorian Drivers Licence
- > Willingness to undertake a National Police Check.

Desirable

- > Experience in CONQUEST, Mitchell Shire's corporate asset management system.
- > Experience of Technology One, Mitchell Shire's corporate system.
- > Experience in Exponare and other mapping software
- > Experience in Local Government



Position Requirements

Accountability and Extent of Authority

- > Provision of governance advice and direction regarding optimal asset management process/practices for Council.
- > Achievement of the team's goals within agreed budgetary, time and quality constraints
- > Lead the improvement of asset management systems, data and processes to maintain a continual improvement activity
- > Responsible for the effective use and optimisation of the Asset Management system
- > Responsible for ensuring the Asset Management System meets regulatory requirements (i.e. AAS27).
- > Ensure the Executive Management Team, Council and Service Managers are provided with high quality, timely advice to guide decisions and activities across Council.
- > Develop asset condition inspection programs and supervise effectiveness of these programs.
- > Accountable for providing accurate and timely professional advice to the organisation.
- > The freedom to act is governed by goals, policies and budgets

Judgement and Decision Making

- > Ability to make professional and sometimes complex judgements from a range of alternatives.
- > Required to identify, research and solve or recommend solutions on complex technical problems.
- > Problem solving usually involves guidelines supported by technical knowledge and relevant experience and sound judgement will be required to interpret data and outcomes necessary to produce recommendations.
- > Recognise the gaps or opportunities for improvement within Council's asset management.
- > Develop, co-ordinate, implement and review Council's asset management policies, strategies and plans in consultation with relevant stakeholders.
- > Guidance and advice is not always available within the organisation and specialist advice may need to be sourced from outside the organisation.

Specialist Skills and Knowledge

- > Provide expert advice and strategic guidance about asset management to individuals at all levels within Council.
- > Ability to represent the unit across Council and gain support for activities or changes.
- > Highly developed skills in interpreting and interrogating data from Councils Asset Management Systems into sound practical applications.
- > Ability to understand asset management principals and their relation to AAS27.
- > Highly developed analytical and investigative skills.
- > Develop and manage budgets for the team and other asset management activities
- > Understanding of the long-term goals of Council and able to use these goals to guide operations in the asset management unit.
- > Relevant experience in the strategic and technical aspects of asset management.
- > Knowledge and understanding of Asset Management principles.
- > Proficiency in the use of database applications, MS Office applications and GIS applications.



Management Skills

- > Provide sound supervision and guidance to team members including managing HR issues as the team leader
- > Lead a positive and co-operative culture, according to Council's values
- > Assist stakeholders across Council to understand the needs of assets and potential future requirements
- > Ability to distinguish between and prioritise tasks and goals to meet specified time frames.
- > Ability to analyse and make informed decisions on a day to day basis.
- > Ability to lead, direct and support staff in their role and responsibilities.
- > Ability to initiate and respond positively to change.
- > Ability to work without supervision.
- > Ability to plan, manage own time and meet deadlines as well as set priorities and effectively manage resources when directed.
- > An understanding of Occupational Health and Safety requirements and Equal Employment principles and practice.

Interpersonal Skills

- > Well-developed communication skills and a demonstrated ability to gain cooperation from contractors and customers.
- > Ability to effectively negotiate with and establish rapport with internal and external providers.
- > Develop both internal and external communication networks to further Council's business interests and identify best management practices.
- > Demonstrated competence in report writing and report presentation skills including correspondence preparation.
- > Demonstrated commitment to quality customer service.
- > Integrity, trustworthiness and professionalism are required in this position.
- > An ability to discuss and resolve problems of a technical and general nature.
- > An understanding and appreciation of the purpose and goals of the Client/Provider functions and the wider organisation.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement;

Monthly ADO

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.