

Position:	Asset Management Projects Officer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 6
Division:	Placemaking and Environment
Department:	Assets and Engineering
Date Reviewed:	July 2024
Approved By:	General Manager
Current Incumbent:	Vacant

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations

We are accountable for our actions

We get things done

We See Opportunity

We look for better ways

We are open minded

We learn from our experiences

We Work Together

We value strengths and differences

We seek to work with others

We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council

We act with the future in mind

We go the extra mile

POSITION OBJECTIVES

To assist in the Asset Management function and provision of services and provide project management support to the Asset Management department, including:

- The management of Council's asset portfolio and delivering principles within Council's asset policies, strategies and plans.
- To deliver assigned scope to budget programs and where required projects of up to medium complexity in accordance within the scope, time and budget specifications and objectives described in project documentation such as a project charter, project plan, procurement plan, communications and engagement plan;
- To report the project status including financial information as required on assigned projects;
- To effectively communicate with project stakeholders to ensure achievement of project outcomes; and
- To coordinate project resources to ensure projects are completed on time and within budget.

ORGANISATIONAL CONTEXT

Refer to Surf Coast Shire Council Organisation Chart within this document.

ORGANISATIONAL RELATIONSHIPS

Reports to: Co-ordinator Asset Management

Supervises: Not applicable

Internal Relationships: All employees

External Relationships: Residents, Community Groups, Contractors and Consultants.

KEY RESPONSIBILITIES	MEASURABLE OUTCOMES
<p>Asset Management</p> <ul style="list-style-type: none"> • Implement Surf Coast Shire Infrastructure Asset Management Policy and Strategy. • Assist in regular reviewing of all asset classes as required, including replacement costs and condition assessments. • Assist in regularly reviewing, maintaining and updating asset management plans to ensure plans remain relevant, effective, and incorporate technical and other advancements within the industry. • Assist in the development and review of asset renewal programs having regard to Council's budget process. • Provide timely professional advice and guidance on the management of assets. • Assist in the coordination of the efficient and effective collection and management of inventory and condition data for each asset class. <p>Project Management</p> <ul style="list-style-type: none"> • Undertake project management consistent with the Surf Coast Shire Council Project Delivery Framework and the ten Project Management Body of Knowledge Areas. • Deliver projects including planning and managing costs, scope and schedule for a range of assigned projects • Undertake project scheduling for projects and monitor project milestones, timelines and progress. • Ensure relevant subject matter expertise is engaged into the project, including staff, community, contractor and consultant expertise where relevant. • Undertake purchasing in accordance with Council's procurement policy • Coordinate subject matter expert input to develop consultant briefs, design briefs and other documentation required for the project including mechanisms to ensure agreed quality delivered. 	<ul style="list-style-type: none"> • Assist in the regular review of Asset Management Policy, Strategy and Plans in line with the required standards as set by the Co-ordinator Asset Management. • Assist in the development of annual asset renewal programs. • Assist in the collection of asset data including condition data. • Update data within asset management system upon completion of asset renewal and capital projects. • Assist in providing the Finance Department with asset inventory and revaluation rates at completion of each Financial Year. <ul style="list-style-type: none"> • Complete and endorsed project charter and management plans for specified projects. • Complete and endorsed consultant and design briefs, risk management plans, communications and engagement plans, other documentation requiring approval. • Delegated contract management duties undertaken and contract performance indicators met. • Project status reports, including budget / finance reports, up to date and presented to Project Control Group. • Project status reports reflect completion of deliverables and evaluation of objectives at the conclusion of project phases. • Make arrangements for all meetings (regular and one-off) for the project including internal and external engagement requirements. Ensure adequate notice is given relative to the nature of the meeting. Ensure agendas / papers are distributed at least 3 days in advance of meetings.

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

Position description

- Coordinate subject matter expert input to develop, implement and monitor delivery of risk management plans.
- Coordinate subject matter expert input to develop, implement and monitor delivery of communications and engagement plans.
- Coordinate materials to be prepared in accordance with the communications and engagement plan.
- Supervise consultants and contractors engaged for assigned projects as delegated in accordance with Council's contract management guidelines.
- Provide regular reporting on project status and financial information for specified projects.
- Undertake evaluation of the project achievement / outcomes and identify learnings.

Resource Management

- Develop resource plans and coordinate all internal and external resources assigned to the project.
- Undertake ongoing review of the project budget allocation including preparation of financial status reports for the Project Sponsor.
- Coordinate and monitor all procurement activity associated with the project.
- Monitor delivery of project team members assigned tasks

General Administration

- Timesheets and time allocation to projects completed on time.
- Complete customer requests related to asset management or renewal projects or re-assign appropriately
- Perform other duties and responsibilities reasonably within the capabilities of the position

- Project meeting records including agendas, minutes, presentations, registers prepared and distributed.
- All actions and decisions from meetings followed-up and completed on time.
- Required communications and engagement materials prepared and distributed.
- Project partner agreement obligations met and support sponsor to ensure positive relationships maintained.
- Assigned projects scope completed within approved budget and time, and to agreed quality.
- Compliance with the Project Delivery Framework.
- Demonstrated advocacy and lead by example to adhere to the Project Delivery Framework, the benefits of this and continuous improvement of project management practice.

- Resource allocation and management plans developed.
- Budget / finance reports completed.
- Compliance with procurement policies, procedures and processes.
- Project team members clear on their responsibilities and deliver work for the project on time, within budget and to agreed quality.

- Timesheet and time allocation completed fortnightly by deadline set by Co-ordinator Asset Management to enable documentation to be ready for Payroll to process.
- Customer requests completed by due date.
- Current drivers licence is required to attend regular inspections and audits of Council's asset portfolio.

Position description

Risk Management and Workplace Health & Safety

- Observe safe work processes in accordance with training and instruction given and report any risks to immediate supervisor. Risks arising in the workplace may be financial, safety, site, task or person-specific.
- Participate in the consultative processes provided by the organisation.

Record Keeping

- Understand records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.

- Risk, hazards and incidents are reported in a timely manner using the correct channels of communication.
- Ensure that work practices are conducted in line with Council's WHS and Risk management policies, practices and relevant legislation.
- Ensuring the quality and accuracy of the data used or entered on Council databases and systems.
- Training required for records management completed and assistance sought when required.
- Records of business activities and decision making created, and when appropriate, registered on the day created. Document control applied where required.
- Document management folders requested as required for projects.
- Data used or entered on Council databases and systems is accurate and high quality.
- Documentation recorded is of satisfactory quality to provide an auditable trail for decision making.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Be responsible for timely, accurate and efficient production of correspondence and reports.
- Responsible for developing monitoring and delivering service within budget and other key indicators for area of responsibility.
- Financial delegations in accordance with Surf Coast Shire Chart of Authorities.
- Assist in the development of plans, strategies and policies for recommendation to Management.
- Create and capture accurate records of the business activities and decision related to the projects, in accordance with approved policy and procedures.
- Coordinate various project elements through structured project management processes.
- Operate in accordance with Council policies and directions under guidance from the Co-ordinator Asset Management.
- Secure required approvals from various Project Sponsors.

JUDGEMENT AND DECISION MAKING

- Providing accurate advice and making informed decisions based on up to date knowledge and information.
- Develop solutions to problems using technical knowledge and innovations, while being aware of any resource constraints.
- Problem solving may involve identification and analysis of an unspecified range of options.
- Guidance and advice is not always available.
- Ability to identify risks and issues, analyse, recommend solutions and resolve accordingly.
- Make suggestions for continuous improvement of methods, procedures and processes.
- Work independently to progress the delivery of the project, seeking assistance from the Co-ordinator Asset Management, Project Owner / Service Manager or Project Sponsor in accordance with identified project responsibilities and delegations.
- Ability to report the project status to the Project Sponsor on fortnightly/ monthly basis.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to identify Best Practice Asset Management and apply its application to Local Government Infrastructure Assets.
- An understanding and ability to apply relevant legislation, policies, procedures, standards and regulations, including those relating to Occupational Health and Safety.
- Use specialised software, including knowledge and experience in the use of Asset Management Systems and GIS.
- Understanding of the long term goals and strategies of the wider organisation and appreciation of how they apply to the position.
- Ability / experience in developing and implementing project documentation such as project charters, consultant briefs, communications and engagement plans.
- Ability to supervise contractors and consultants including contract administration.
- Experience in preparing project status reports including financial information.
- Familiarity with budgeting techniques and procedures.

MANAGEMENT SKILLS

- Ability to work independently and effectively operate and achieve objectives within a specified timeframe.
- Well-developed conceptual and analytical skills.
- Ability to communicate to project stakeholders.
- Ability to multitask and deliver several projects/tasks at the same time.
- Ability to coordinate resources outside of the positions control for the purposes of delivering the project.
- Ability to effectively plan, prioritise and manage own time to achieve targets within a set timetable.
- Ability to effectively plan and prioritise project activities to be achieved within a set timetable.
- Ability to work under pressure and meet deadlines.

OUR APPROACH

Position description

INTERPERSONAL SKILLS

- Well-developed interpersonal skills.
- Flexibility and willingness to display teamwork.
- Ability to function as a member of a multi-disciplinary team and build relationships and partnerships.
- Ability to liaise with people within the organisation to resolve problems.
- Ability to liaise with local communities and stakeholders.
- Well-developed oral and written communication skills with the ability to prepare reports and liaise with stakeholder groups.
- Ability to demonstrate Council's values of respect, integrity, collaboration and innovation in all aspects of the position.

EQUAL OPPORTUNITY STATEMENT

Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

CHILD SAFE STANDARDS

Surf Coast Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Surf Coast Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

All positions within Council are required to have a current Working with Children Check (WWCC) as stated in Council policy. All prospective employees cannot commence work with Council until they have a valid WWCC.

All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

EY SELECTION CRITERIA

MANDATORY QUALIFICATIONS AND EXPERIENCE

- Degree in Civil Engineering, Asset Management or similar or 5 years of relevant experience.
- Demonstrated experience in Asset Management and the successful delivery of projects.
- Ability to develop and apply project tools including project charters, project scheduling / planning, budgets, risk management, stakeholder engagement plans and related project documentation
- The right to live and work in Australia
- Current Victorian driver's licence.
- A current WWCC.
- Police Check results that are suitable for this position (will be arranged by Surf Coast Shire Council). A complete international criminal history check is required if the person has worked or lived overseas for any period of time OR a complete national criminal history check is required if the person has only ever worked in Australia.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in Local Government.
- Experience in delivering projects in a complex environment.
- Experience in working in cross-organisational projects.
- Demonstrated experience in the use of judgement to enable quality decision making within a project management context.
- Demonstrated problem solving skills.
- Demonstrated ability to work independently and as part of a team, often working to strict deadlines.
- Demonstrated ability in managing staff and contractors in the achievement of project objectives.
- Well-developed communication skills including the ability to engage with project stakeholders and prepare reports.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.