

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Assets & Projects Manager	Designation & Classification Level	RGRC Level 9
Position No	1028	Division	Infrastructure Services and Planning
Business Unit	Asset & Projects Management	Reports To	General Manager Infrastructure Services & Planning
Location	Katherine	Date Created	February 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>The Assets & Projects Manager is responsible for the management of council owned and/or controlled infrastructure, roads and built assets, the management of projects, and makes appropriate recommendations to Executive in respect to those assets.</p> <p>Manage projects in line with Council's business and strategic plans by delivering high quality, best value outcomes for the Council and its residents.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Asset Management</p> <ul style="list-style-type: none"> • Manage and supervise the assets department staff. • Participate as a member of Council's Executive Management Team. • Ensure all Council assets are accounted for and captured on the Council's asset management system. • Ensure the Council's assets are managed in the most cost-effective methods possible, while enabling optimal delivery of services. • Develop, implement and manage an Asset Management Plan for the Council. • Development of Capital Works Programs for Infrastructure, Roads and Built Assets. • Ensure council meets the National Framework for management of Assets for Local Government. • Provide high quality advice and recommendations to the executive, senior management and staff on asset management matters. • Report on the financial performance of Council's infrastructure assets and operations. • Coordinate and assist in preparing condition reports and maps for infrastructure assets. • Develop policies, procedures and program objectives aimed at implementing Best Practice in asset management. • Establish a system of regular physical audits and valuations for each category of asset. • Manage relationships with insurance broker and maintain Council's insurance schedule. • Develop and maintain effective partnerships and linkages with managers, agencies, asset supply businesses, service providers and other stakeholders, to assist in achieving Council's strategic objectives related to asset management • Negotiate and manage appropriate leases, contracts and agreements as required. • Report any faults and/or damage of Council structures, amenities or facilities. • Other reasonable duties as instructed by the direct supervisor. <p>2. Project Management</p> <ul style="list-style-type: none"> • Ensure project teams have clearly assigned roles and responsibilities. • Act as the secretariat for the Project Steering Group and individual Project Control Groups. • Ensure project plans and contracts are developed and approved for each project with clear project scope and goals. • Ensure high quality reports are developed in accordance within agreed timeframes. 			

- Deliver projects in accordance with Councils business and strategic plans.
- Ensure resource and budget plans are developed for each assigned project.
- Ensure that projects are completed within budget and on time.
- Maintain controlled document registers for all projects.
- Ensure that all projects meet performance quality, safety and environmental objectives.
- Conduct regular site meetings.

3. Procurement

- Manage the procurement of materials and services in accordance with Local Government procedures and legislative requirements, ensuring value for money.
- Ensure scope of works is clearly and accurately defined in tender and contract documentation.
- Ensure that tender and contract documents are complied with for each project.
- Ensure that Local Government procurement procedures and policies are complied with for each project.
- Coordinate the tendering, evaluation and award process for each project.

4. Work Health and Safety

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Post-graduate degree in Assets Management, Project Management or related/similar field or equivalent, with a minimum three (3) years' experience working in Asset Management/Project Management.
2. Proven experience in assets management and project management.
3. Knowledge of and experience in accounting principles and practices.
4. Experience in supervising and managing a small team of staff.
5. Proven ability to negotiate and manage leases; contracts and agreements.
6. Demonstrated experience in managing relationships with stakeholders, suppliers and internal customers.
7. Well-developed computer and business system knowledge and skills.
8. Proven ability to provide high quality written reports, information, advice and effective communication with a wide range of stakeholders.
9. Knowledge and experience in the management of roads and associated infrastructure.
10. Experience in the development and implementation of policies & strategic asset management plans.
11. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Current Northern Territory HR Class Drivers Licence or ability to obtain.
2. Practical knowledge of the NAMS+ Asset management system.
3. Certified/professional membership in IPWEA/Asset Management.
4. Experience in a Local Government environment and knowledge of the Local Government Act.
5. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
5. Provide evidence of COVID-19 Vaccinations

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	ANDREEA CADDY	Date Approved: 12/4/22	Signature: 
Employee Name		Date:	Signature:

