



Asset Manager

Position Description

Incumbent:	VACANT
Position Number:	3016
Directorate:	Finance
Team:	Finance
Position Status:	Full time, Contract
Classification:	Contract
Current Level:	Fixed term Contract
Reports to:	Chief Financial Officer
Accountable for:	N/A
Located:	Ilfracombe
Revised:	December 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The Asset Manager assists Council in achieving financial sustainability by establishing and maintaining Council's asset management systems and collaborating with Asset Custodians throughout Council to develop effective asset management policies and practices.

Position Responsibilities

- Develop and maintain Council's Asset Management System including, but not limited to:
 - Asset Management Policy
 - Strategic Asset Management Plan
 - Asset Management Plans
- Establish Council's asset management application and maintain the integrity of asset data.
- Work with the Management Accountant to ensure alignment with the financial asset register.
- Assist in the annual asset valuation process.
- Assist Asset Custodians in developing guidelines and templates for condition assessments, risk management, maintenance guidelines and other asset management practices.
- Provide training and support to Asset Custodians in asset and facility management practices.
- Continually improve Council's asset management system.
- Coordinate the collation of financial data from service plans and asset management plans to support Council's budgeting and forecasting.
- Participate in Council's Project Decision Group.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.

Position Requirements

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Good communication skills with the ability to present ideas and advice at all levels of Council.
- The ability to analyse data and present information in a simple and meaningful way.
- Able to gain respect and create good working relationships across all levels of Council. To become a trusted business partner.
- Able to take initiative in improving processes to make them more efficient and effective.
- Able to learn and master new IT applications.
- High level of problem solving skills, resourcefulness and attention to detail.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

Knowledge

- Demonstrated knowledge of asset management principles and practices..
- A thorough understanding of how to maintain a safe working environment.

Mandatory Experience/Qualifications

- Tertiary qualification in Asset Management or a related field.
- Experience in Asset Management in an entity with large-scale infrastructure assets.
- Class C Drivers Licence.

Desirable Experience/Qualifications

- N/A.

Delegations and Authorisations

Financial Delegation

N/A

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs



Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU)* responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
10. Adhere to the LRC–SMS by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
11. Performing all work and associated functions in a safe, efficient and effective manner;
12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions

18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
22. Attend WH&S Committee meetings as and when required.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	David Wilson, Chief Financial Officer
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	