



**Murrindindi**  
Shire Council

## **Position Description**

**Coordinator  
Asset Management**

Professionalism Integrity Accountability Empathy



## Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

### POSITION TITLE

Coordinator Asset Management

### JOB NUMBER

341

### CLASSIFICATION

Murrindindi Council Enterprise Agreement  
Band 8

### GROUP

Assets & Environment

### DEPARTMENT

Sustainability & Assets

### APPROVED BY

Manager Sustainability & Assets

### DATE

May 2023

## Position Overview and Objective

Reporting to the Manager Sustainability & Assets, the Coordinator Asset Management will:

1. Actively contribute to the leadership of the department and the wider organisation in the delivery of the Council Plan, excellent customer service and community engagement, and contribute to a healthy, safe, vibrant and innovative staff culture.
2. Develop, implement and maintain asset management policy, strategies, plans and long-term capital works plans.
3. Take a leadership role in the development and implementation of asset related systems, processes and performance management tools.

The position is expected to have a presence throughout the shire as appropriate to service customers and support projects and services.

## Key Responsibilities

- **Strategic**
  - Ensure alignment of Asset Management to Council's strategic planning frameworks including the Long-Term Financial Plan.
  - Ensure asset related strategic plans are maintained in a timely manner to best practice principles.

- Ensure the Road Management Plan and Public Road Registers are properly maintained.
- **Operational**
  - Ensure the asset management systems are operating effectively.
  - Develop best practice asset management processes.
  - Prepare Council's forward capital works program.
  - Ensure Occupational and community safety (including accessibility) and environmental sustainability are prioritised by staff and service providers.
  - Manage reviews with stakeholders, funding agencies and with contractors.
  - Ensure regular reporting to Council and the Leadership Team in relation to the status of projects.
  - Lead, motivate and manage the Asset Management team to:
    - embrace Council's values, behaviours and priorities.
    - provide a high level of service to internal and external customers.
    - ensure excellence in procurement and contract management.
    - encourage staff in professional development.
    - ensure compliance with relevant organisational policies and procedures.
- **Collaboration**
  - Promote excellence in asset management within the team and the wider organisation.
  - Contribute as a member of the leadership team for the Sustainability & Assets Department and work closely with other teams to deliver on our collective outcomes.
  - Take the lead in the development of the forward capital works program with other departments.
- **Performance**
  - Lead continuous improvement and innovation in asset management with the aim of better meeting the needs of the community, including options for shared services and joint procurement.
  - Lead, motivate and manage the Asset Management team to:
    - embrace Council's values, behaviours and priorities.
    - provide a high level of service to internal and external customers.
    - ensure excellence in procurement and contract management.
    - encourage staff in professional development.
    - ensure compliance with relevant organisational policies and procedures.
  - Promote asset management excellence.
  - Contribute as a member of the leadership team for the Sustainability & Assets Department and work closely with other teams to deliver on our collective outcomes.
  - Council may offer the opportunity to be rostered to perform the role of the Municipal Emergency Management Officer (MEMO) being the primary contact officer between emergency services and Council.

## Organisational Relationship

Reports to:	Manager Sustainability & Assets
Supervises:	Asset Engineer Assets Project Officer
Internal Relationships:	Asset Accountant Coordinator Project Delivery Service Managers and Coordinators
External Relationships:	Contractors Funding Agencies Consultants Service Authorities

## Key Selection Criteria

- Tertiary qualifications in Civil Engineering or asset related discipline and/or appropriate industry experience and training.
- Relevant experience in infrastructure assets and/or related disciplines, including the development and delivery of asset management plans.
- Preferred eligible for registration as a Professional Engineer.
- Demonstrated commitment to working as part of a team, excellence in customer service and organisational values.
- Demonstrated ability in written and verbal communication with other professionals, contractors, consultants, community groups and residents.
- Skilled in the preparation of engineering strategies, policies and quality procedures.
- Experience in managing or supervising a team of engineering and technical staff.
- Demonstrated project management capacity.
- Experience in setting and reviewing capital and recurrent budgets.
- Ability to use computer systems and software used by the organisation, including GIS, MS Office, project management software and email.
- Current drivers licence.
- Demonstrated negotiation and interpersonal skills.
- Understanding of occupational health and safety and environmental management issues.

## Essential Position Requirements

The following section outlines requirements specific to this job.

<b>Enterprise Agreement</b> Ordinary Hours and Days Clause 16.2	"All" employee
<b>Drivers Licence / Ability to travel</b>	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role.
<b>Physical Requirements</b>	Physical requirement associated with an office based role
<b>Psychological Requirements</b>	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.  In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters
<b>Checks</b>	<b>Police / Criminal Record Check</b> Yes – on commencement and during employment by self-disclosure obligation.  <b>Evidence of rights to work in Australia.</b> Required  <b>Working with Children Check</b> Not required for this role
<b>Matters relevant to the above checks</b>	Access to money, assets or other financial approvals
<b>Work location conditions</b>	Hybrid - In accordance with Flexible Work Policy
<b>Outside ordinary hours of work</b>	MEMO/MERO – this role performs the MEMO or MERO functions when required
<b>Qualifications / Registrations / Licences / Memberships</b>	As per key selection criteria

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Accountability and extent of authority	<ul style="list-style-type: none"> <li>• Manage resources and/or regulatory or specialist units and/or develop and interpret policy.</li> <li>• Where supervising resources follow broad goals, policies, and budgets with period reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets.</li> <li>• Decisions and actions may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.</li> <li>• Where managing regulatory or specialist units, actions are governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.</li> <li>• If the role is primarily involved in developing policy options and strategic plans, then the work is wide and limited only to the areas nominated by Council or the corporate management. The advice and counsel provided is relied upon for guidance and part-justification for adopting particular policies, the impact of which may be substantial upon the organisation and/or the community.</li> </ul>
Judgment and decision making	<ul style="list-style-type: none"> <li>• Undertake problem solving and policy development using less well defined methods, procedures and processes.</li> <li>• Contribute to the development and adaptation of problems and policy.</li> <li>• Identify and analyse an unspecified range of options before a choice is made.</li> <li>• Identify and develop policy options in own functional area for consideration and choice by their Manager or by Council.</li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>• Proficiently apply theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the employees original field of specialisation.</li> <li>• Understand long term goals of the wider organisation and its values and aspirations and the legal and socio-economic and political context in which Council operates.</li> <li>• Sound knowledge of budgeting and relevant accounting and financial procedures (unless not required for a specialist position)</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>• Supervise large numbers of employees or tertiary qualified employees or employees with extensive experience.</li> <li>• Apply management skills to achieve objectives and goals, taking account of organisational and external constraints and opportunities.</li> </ul>
Inter-personal skills	<ul style="list-style-type: none"> <li>• Persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations to achieve specific and set objectives.</li> <li>• Lead, motivate and develop other employees.</li> </ul>
Qualifications and experience	<ul style="list-style-type: none"> <li>• Degree course and experience in a specialist field of expertise.</li> <li>• May include further formal qualifications in the field of expertise or in management, or through measurable years of experience in another specialised field.</li> <li>• Or may have acquired through less formal qualifications together with extensive and diverse experience, or intensive specialist experience.</li> </ul>



Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

## Organisational Responsibilities

**Code of Conduct** - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

**Values** – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

**Customer Service** – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

**Diversity, Equity and Inclusion** – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

**Safeguarding children, young people and vulnerable community members** – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

**Workplace Health, Safety and Wellbeing** – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

**Environment & Sustainability** – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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