

Position Description

Coordinator Asset Planning

Your role:	Coordinator Asset Planning
You will report to:	Manager Civil Services
Your Directorate:	Environment and Infrastructure
Your Salary Level:	General Officer Level 7 (\$123,652.70 – 131,252.34)
Special Conditions:	Some out of hours work and working at different locations may be required. A satisfactory Medical Clearance for this role is required. A current C class Australian drivers licence is required.

Position Overview

The position is responsible for planning and investigating infrastructure and open space projects, including initiation, scoping and budgeting, that results in the development of a rolling three-year capital program. The position contributes to the development of an enterprise-wide asset management culture, specifically through asset management strategies, developing asset management plans including an overview of the necessary data requirements, and ensuring the systematic data collection, review and analysis of key asset management information that formulates the basis for asset management plans and long-term financial planning.

This position provides expert advice in a specialised area of responsibility. Complex decision-making process involves internal/external collaboration including Council policy and procedures, legislative requirements and asset management principles.

About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in community and development services. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency.
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment.
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success.
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future.

Your Stakeholders

Internal	Manager Sustainable Assets, Manager Financial Services, Manager Civil Services, Manager Open Space, Director Environment and Infrastructure and Manager Property Services. Elected Members, Directors, Managers, and other employees across the organisation in particular Building Maintenance staff, Sport and Recreation staff, Asset Managers, Planning and Open Space staff, Finance and administration staff.
External	Community individuals and groups, regulatory bodies and Government departments and Consultants.

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.

Position Responsibilities

- Provide leadership, influence and direction in Council's asset management and GIS services.
- Develop and update Asset Management Plans and strategies for all infrastructure to meet current and future demand.
- Review and develop levels of service, maintenance guidelines working towards asset optimisation across multiple asset classes that are defined and reviewed on a regular basis.
- Assist in developing a rolling three-year capital program for all asset classes.
- Assist in developing and implementing an Enterprise-Wide Asset management System.
- Lead and develop project initiation, develop analytical and financial reports.
- Engage and manage consultancies associated with the provision of advice, design and expert services.
- Ensure the condition assessment and audit processes are aligned with Council's existing asset timeline guidelines.

Position Criteria

Technical Knowledge & Experience	• Demonstrated understanding of, commitment to and alignment with our service values. • Demonstrated experience in the development and review of Asset Management Plans • Demonstrated ability for analytical analysis of technical data. • Demonstrated experience in developing forward work programs embracing Council's strategic direction. • Demonstrated experience in the initiation and planning of infrastructure projects. • Demonstrated ability to engage with a wide range of stakeholders to develop infrastructure projects and programs. • Demonstrated experience to lead a multidisciplinary team to achieve results in a positive, accountable, team-based environment. • Broad knowledge of assets including road/pavement, open space, building and facilities, stormwater and ancillary assets.	Essential
Collaboration and Communication	• Experience preparing staff communications including sourcing information from teams and leaders. • Ongoing interaction with broad range of internal and external customers and staff.	
Qualifications	• Tertiary Qualifications in Civil Engineering/Asset Management or a related discipline or lesser formal qualifications with considerable skills and extensive experience in asset management and/or infrastructure planning.	Essential
Customer Service	• Demonstrated commitment to outstanding customer service and the improvement of the customer's experience.	Essential
Government Experience	• Practical experience in the Administration of the Local Government Act as it relates to the management of land.	Essential
Corporate Experience	• Demonstrated knowledge of Enterprise Asset Management and asset management disciplines.	Essential
Finance Delegations	• Position has delegated authority to the limit specified in the Staff Procurement Delegations. • Undertake tasks as governed by clear objectives and/or budget constraints. • Act in relation to WHS/risk management matters within area of responsibility.	
People Leadership	• Two	

Job Requirements Guide

Frequency guide

1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week)

2. Frequent (occurs 1-2 times daily)
4. Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y			X		
Walking	Y			X		Site visits and walking required to be able to detail and scope projects
Sitting	Y	X				Working at computer
Bending /twisting the back	Y				X	
Bending /twisting the neck	Y				X	
Kneeling/squatting/ crouching	Y				X	
Climbing e.g. stairs/steps/ladders	Y				X	
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	Y				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y			X		
Pushing/pulling/dragging	Y			X		
Gripping/grabbing	Y		X			
Fine hand coordination	Y				X	
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y			X		
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	Y				X	
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	Y				X	
Exposure to fumes/dust	Y				X	
Managing security/private information	Y			X		

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y		X			
Dealing with highly emotional/ conflict situations	Y			X		
Dealing with difficult/complex negotiation of a personal nature	Y			X		
Working in a team requiring maintenance of relationships/ communication with others	Y			X		
Working in isolation or with limited interpersonal interactions/ supervision	Y				X	
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y		X			
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				