

# Position Description (Employee)

## Asset Management Plan Coordinator

Division	Chief Operations Office
Business Unit	Strategy Urban Analytics and Communications
Grade/Band	Band 7
Date position description approved	31 May 2021

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

### Primary purpose of the position

The Asset Management Plan Coordinator authors and manages the City's infrastructure asset management plans. The incumbent will partner with multiple and diverse stakeholders across the organisation to ensure all asset management plans are current, accurate, high quality, consistent, comprehensive and relevant to allow the City to deliver and maintain assets to global city standard.

### Key accountabilities

- Work with asset owners and other stakeholders to advise on, prepare and author infrastructure asset management plans so that they can be easily understood.
- Govern the currency and accuracy of all infrastructure asset management plans.
- Manage the infrastructure asset management plan repository and register to ensure all plans are accessible and available to all stakeholders.
- Update the infrastructure asset management plan template to reflect changes in the industry standard.

- Collect, collate and analyse data to contribute to the development of asset management plans.
- Work with asset owners to undertake research to inform the development of asset management plans.

## Key challenges

- Managing multiple concurrent projects all with competing priorities in a complex and changing work environment.
- Building and maintaining effective working relationship with asset owners and other internal stakeholders in an environment of competing objectives and priorities.
- Maintaining and understanding in detail the elements of infrastructure asset management plans and adapting them to suit organisational needs within a constantly evolving environment.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Asset Owners	<ul style="list-style-type: none"> <li>• Lead discussions and recommend actions regarding Asset Management Plans and deliverables</li> <li>• Convey and explain impediments that may delay outcomes</li> <li>• Clearly articulate what is required from them to author an AMP</li> </ul>
Stakeholders (Asset Management Advisory Group, Asset Management Gateway Panel)	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> </ul>
<b>External</b>	
The Community	Respond and react to community requests for information in a timely, respectful and accurate manner

## Key dimensions

### Decision making

The position will work both independently and as a member of the Asset Strategy team under the supervision of the Asset Strategy Manager. The position will work collaboratively with multiple business units, seeking information and recommending actions to be tabled in the Asset Management Plans.

This position and related decisions are subject to the limitations of Council corporate policies and procedures.

### **Reports to**

Asset Strategy and System Manager

## **Essential Knowledge, Skills & Experience**

- Tertiary qualification in GIS, engineering or related field, or practical experience in Asset Strategy/Administration.
- Extensive experience in the practical application of asset management principles.
- Demonstrated skills and experience in the development, writing, delivery and evaluation of infrastructure asset management plans.
- Highly developed oral and written communication skills, leadership skills, interpersonal skills and negotiation skills.
- Demonstrated project management skills.

## **Capabilities for the position**

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Intermediate
Relationships	<b>Work Collaboratively</b>	<b>Adept</b>
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
Results	Deliver Quality Results	Adept
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
Resources	Finance	Foundational
	Technology and Information	Foundational
	<b>Assets and Tools</b>	<b>Adept</b>
	Procurement and Contracts	Foundational

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> </ul>

		<ul style="list-style-type: none"> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds a network of work contacts/relationships inside and outside the organisation</li> <li>• Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>• Negotiates from an informed and credible position</li> <li>• Influences others with a fair and considered approach and sound arguments</li> <li>• Encourages others to share and debate ideas</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>• Contributes quality information about council and community assets to asset registers</li> <li>• Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>• Is aware of asset management risks and actions to manage and mitigate these</li> </ul>