

ASSET MANAGER, ROADS, KERBS & BRIDGES

POSITION DESCRIPTION

Position Title:	Asset Manager, Roads, Kerbs & Bridges
Responsible To:	Team Leader, Infrastructure Assets
Council Portfolio	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 6

Overview of Portfolio

The City Infrastructure Portfolio is responsible Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Councils strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program City of Adelaide (CoA) employees across all Portfolios and Programs, Elected Members
External	Local Government and State Government agencies Service providers, suppliers, contractors, consultants and members of the community

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Primary Purpose

Purpose of the role is to provide technical advice and instruction to relevant stakeholders, both internally and externally to ensure the asset can perform as intended and align with the strategic objectives set by the Asset Planners.

Coordinating all reactive Asset Management operational activities and Support the Asset Planner to align strategic and operational objectives.

Responsibilities

The Asset Manager, Roads, Kerbs and Bridges is responsible for;

- Leadership in the provision of technical advice associated with infrastructure assets as required to service the broad stakeholders within the Council and 3rd parties.
- Manage professional and technical advice for infrastructure assets:
 - Roads
 - Kerbs
 - Bridges
- Customer response, External Entities, Internal business partners.
- Manage investigation of complaints and accidents relating to asset management incidents.
- Manage operation asset management related activities in collaboration with Public Realm.
- Provide support and technical advice to Project Managers where required.
- Support the project delivery readiness of the capital works program through On-site scoping of works and detailed cost estimation.
- Project close-out and responsible for defect inspections with project manager and works contractor.
- Accepting and processing Work in Progress (WIP) for Capital Works projects.
- Design review and signoff and Technical review and tender assessments.
- On-site project scoping of works and detailed cost estimation.
- Development Approvals and stakeholder management with developers
- Manage contracts / coordinate operational projects and budgets.
- Provide input to improve maintenance management system and data capture.
- Engagement and management of engineering consultants associated with design, investigations and services associated with asset management.
- Manage key relationships and service provisions with various stakeholders including Public Realm, Project Delivery and external clients associated with asset management.
- Ensure the technical standards that will underpin the operational requirements of service.
- Contributions of continuous improvement opportunities for analysis of potential technology, commercial or industry developments that align with the asset management objectives.
- Be prepared to support additional asset classes dependent on teams workloads/ requirements
- Ensure WHS and Environmental legislative compliance is maintained within the program of corporate responsibility.
- Effective communications and reporting of performance and on nominated actions.
- Identify opportunities to improve asset management practices and systems to become a best practice functional service and industry leader.
- Identifying needs in asset management and providing solutions to meet these challenges.
- Supporting and contributing to the development and performance of the team with a view to maximising the quality, effectiveness and timeliness of services within the team.

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Workplace Health and Safety & Additional Responsibilities

All employees are also responsible for;

- Complying with the Employee Behavioural Standards.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.
- Taking reasonable care to ensure their own safety and not placing others at risk by any act or omission.
- Attending WHS training and following instructions and advice provided.
- Complying with the requirements of the CoA WHS management system.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Not intentionally or recklessly interfering with or misusing workplace equipment and supplies in a manner that could adversely affect health, safety or welfare in the workplace.

Position Criteria

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.

Qualifications	A tertiary qualification in Asset Management, Engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to lead, manage, and develop people in order to manage work and resources across a range of projects and in a manner that supports professional development. Demonstrated ability to support staff across a range of complex projects in the delivery of CoA strategic objectives. Demonstrated ability to manage the performance of teams.	Desirable
Financial Skills & Acumen	Demonstrated ability to understand standard financial reporting, including budgeting, profit & loss, cost benefit analysis and forecasting / projections.	Essential
Technical Knowledge & Experience	Demonstrated experience and high level of proficiency in investigations and design of infrastructure projects, including in the delivery of quality assured contract documentation to meet highest industry standards and statutory regulations. Substantial experience in the preparation of project briefs, procurement and contract management of engineering consultants. Experience in the development of methodologies and procedures associated with quality assurance systems and reviewing, assessing and making recommendations on performance of benchmark standards associated with design and construction projects. Proficiency in the use of computer based asset/project management software, scheduling systems, computer based financial and information reporting systems.	Essential

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	Substantial knowledge of Australian standards, codes of practice, authority regulations and accepted industry best practice for the design and installation of engineering services associated with infrastructure projects and Local Government public realm projects.	
Project Management	<p>Demonstrated ability to apply best practice project management and governance principles and practices to define outcomes aligned to the Strategic Plan objectives.</p> <p>Demonstrated ability to take ownership and accountability for deliverables.</p>	Essential
Innovation & Initiative	<p>Identify opportunities to optimise asset life cycle management to ensure maximum financial benefits to the Council's community.</p> <p>Proven ability to think strategically, analyse complex situations, develop creative solutions and achieve outcomes that advance the Programs objectives and result in process or service improvement or value add.</p>	Essential
Resource Management & Decision Making	<p>Proven ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.</p> <p>Demonstrated ability in making decisions within team environment which progress the project's desired outcomes.</p>	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	<p>Commitment to placing the customer at the centre of everything we do demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p> <p>Demonstrated passion for the work that you do and the participation in sharing your successes with the team.</p>	Essential
Collaboration & Communication	<p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing. The ability to build and maintain cross program relationships will be critical to strategy and policy development.</p> <p>Ability to perceive the political implications or various decision paths before acting or proven ability to integrate across inter-related programs or groups to achieve outcomes.</p>	Essential
Administrative Skills	<p>A thorough understanding of practices, procedures and outcomes required of a records management system.</p> <p>A high level of organisational and time management skills.</p> <p>An awareness of Occupational Health Safety & Welfare issues, standards and actions in the work place</p>	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



**ACHIEVEMENT**

**COLLABORATION**

**CUSTOMER COMMITMENT**

**INTEGRITY**

**INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

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Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.