

ASSET PLANNER, WATER INFRASTRUCTURE & BRIDGES

POSITION DESCRIPTION

Position Title:	Asset Planner, Water Infrastructure & Bridges
Responsible To:	Team Leader, Strategic Asset Management
Council Portfolio:	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 7

Overview of Portfolio

The City Infrastructure Portfolio is responsible for 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) staff members across all Portfolios, Programs and Corporate Teams Council Members
External	Local Government and State Government agencies Service providers, suppliers, contractors, consultants and members of the community

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Primary Purpose

As part of the Infrastructure Program the Asset Planner will provide strategic direction and management of City of Adelaide's Water Infrastructure and Bridge assets and determine the financial investments and infrastructure services through Strategic Asset Management Planning.

Responsibilities

The Asset Planner, is responsible for:

- Developing lifecycle management strategies for infrastructure to reduce whole of life costs in line with community expectations.
- Developing risk management strategies and plans for critical assets.
- Modelling infrastructure levels of service/risk/budget scenarios to inform evidence-based decision making.
- Collaborating with internal and external stakeholders to ensure integrated asset planning outcomes meet the needs of the community and align with strategic objectives.
- Developing and updating Asset Management Plans which will inform the Long-Term Financial Plan as well as the annual Business Plan and Budget.
- Developing and updating supporting strategic asset management documents.
- Developing, maintaining and managing a detailed rolling five-year capital works program and planned maintenance programs.
- Developing project briefs to initiate capital works.
- Procuring and managing periodic condition audits and asset revaluations, ensuring asset data is managed and assimilated into corporate Asset Management System.
- Providing specialist asset management advice and guidance on strategy, policies, standards, risk and technical requirements, to a range of customers, stakeholders and service providers.
- Providing leadership to technical professionals associated with asset management.
- Driving the improvements and development of our Asset Management maturity and Asset Management Framework.
- Providing input and advice relating to infrastructure technical standards
- Applying and reporting on grant funding applications.
- Ensuring WHS and Environmental legislative compliance is maintained within the program of corporate responsibly.
- Engaging, developing and maintaining constructive and collaborative working relationship across the Corporation to deliver the strategic objectives as outlined in the City of Adelaide Strategic Plan.
- Identifying opportunities to improve asset management practices and systems to become a best practice functional service and industry leader.

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Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Asset Management, relevant field of Engineering, Transportation or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
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 in managing the planning and delivery of asset management programs for a large organisation and the ability to apply best practice asset management. High level of technical competence relating to assets and infrastructure management including knowledge of asset management principles, associated Acts, Regulations and legislation. Significant stakeholder management experience in a complex asset planning and project management environment. A sound working knowledge of current human resource, WHS and financial management practices, obligations and associated legislation and regulations.	Essential
Project Management	Demonstrated ability to take ownership and accountability for deliverables.	Essential
Innovation & Initiative	Identify opportunities to optimise asset life cycle management to ensure maximum financial benefits to the Council's community. 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.	Essential
Resource Management & Decision Making	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. Demonstrated ability in making decisions within team environment which progress the project's desired outcomes.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	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. Demonstrated passion for the work that you do and the participation in sharing your successes with the team.	Essential

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Collaboration & Communication	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. 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.	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system. A high level of organisational and time management skills.	Essential
Government Experience	Experience working in a government environment.	Desirable

Our Values

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

	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 People Team (OSCAR).

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.