

ASSET SUPPORT COORDINATOR

POSITION DESCRIPTION

Position Title:	Asset Management Support Coordinator
Responsible To:	Team Leader, Infrastructure Assets
Council Portfolio	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 4

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



Primary Purpose

As part of the Infrastructure Program the Asset Management Support Coordinator will work with the Infrastructure Planning Team to manage a small asset portfolio and related services. This position will coordinate commentary on development applications, and monitor and support practical and final completion for Council's various capital works projects. The role will support Council's Utility Analyst, and work with the asset team in developing and implementing new processes procedures.

Responsibilities

The Asset Management Support Coordinator is responsible for;

- Managing a section of an asset portfolio, with support and guidance from the relevant Asset Manager.
- Providing support for utility on-charge for events and commercial property tenancies
- Providing support for utility data management.
- Providing project support for utility connections and disconnections.
- Coordinating Asset Managers to review and provide comment on proposed development applications that may impact the public realm.
- Supporting the team of Asset Managers with Practical Completion and Final Completion stages during the delivery of capital works projects.
- Supporting Infrastructure staff with site inspections when required. Organising and providing short report and assessments on assets as required.
- Assisting with the management of simple assets in renewal and new/upgrade projects.
- Providing asset management advice for simple assets.
- Working with field services on proactive maintenance schedules, with the support of the relevant asset manager.
- Maintaining asset data to corporate system standards.
- Generating work orders and purchase orders and ensure that they are maintained, updated and finalised as required.
- Generating workflow activities as required to enable reactive, responsive and proactive works.
- Assisting with the management of finances allocated to activities.
- Assisting with meeting all legislative requirements and in the generation and operation of policies, strategies and frameworks.
- Supporting the review of the efficiency and effectiveness of existing accounting and administrative systems and where appropriate, develop and implement new procedures and systems, having regard to all relevant regulations.
- Liaising with field services, contractors and customers to ensure asset related tasks are communicated effectively.
- Assisting in investigating and preparing reports for Council Committees and the Corporation's Executive.

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.








Position Criteria

Qualifications	A qualification in Asset Management or related technical field (civil, design, engineering, proactive maintenance) and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Demonstrated ability to support staff across a range of complex projects in the delivery of CoA strategic objectives.	Desirable
Financial Skills & Acumen	Demonstrated ability to understand standard financial reporting and commercial acumen.	Essential
Technical Knowledge & Experience	Demonstrated experience in the use of corporate asset systems, financial systems and workflow management. High level of competence in interpreting technical information and giving direction based on this. Knowledge of general asset management requirements.	Essential
Project Management	Understanding project management principles and application.	Desirable
Innovation & Initiative	Preparedness to challenge existing practices and programs to drive service improvement and program delivery.	Essential
Resource Management & Decision Making	Ability to prioritise and be flexible when responding to changing priorities and demands.	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
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. Developed verbal and written communication skills. Ability to liaise effectively with a diverse range of multi-disciplinary stakeholders.	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.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities



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 South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will 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).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by your 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.