



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	SENIOR ASSETS OFFICER, BUILDINGS, LIGHTING AND ELECTRICAL ASSETS
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT No. 15, 2023 (AS AMENDED OR REPLACED)
CLASSIFICATION:	MOA Level 7
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / URBAN, RECREATION AND NATURAL ASSETS
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER BUILDINGS, ELECTRICAL AND ENERGY MANAGEMENT
DIRECT REPORTS:	NIL
POSITION NUMBER:	001147

POSITION OBJECTIVES:	<p>Reporting to the Team Leader Building, Electrical and Energy Management the Senior Assets Officer, Buildings, Lighting and Electrical assets plays a specialist role in leading the planning, development and implementation of Council's strategy for building, electrical and lighting assets.</p> <p>This is a pivotal role of Council that will contribute to the sustainability of Council's Strategic Asset Management Plan and long term financial plan for the following functional areas:</p> <ol style="list-style-type: none"> 1. Building assets – includes bespoke facilities, recreation centres, community halls, sport and recreational buildings 2. Lighting assets – includes 21,000 street lights, 200 sporting field lights 3. Electrical assets – solar, batteries <p>This role will work closely with internal (in particular Energy and Lighting Specialist and Senior Clubs Liaison Officer) and external stakeholders to ensure that infrastructure is fit for purpose and meeting service level requirements. Working with the Snr Clubs Liaison's officer, the incumbent will be required to negotiate on highly politically sensitive infrastructure related matters with sporting and community clubs to achieve excellent outcomes for Council and the community. The</p>
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	<p>position holder should be influential and credible in interactions with internal and external stakeholders.</p> <p>Council has a number of facilities that provide specialised services require specialist skills to manage and operate. This includes the Bridgestone Athletics Centre, Salisbury Aquatic Centre, Burton Community Hub and the Salisbury Community Hub. The Salisbury Community Hub and the Salisbury Aquatic Centre are state of the art regional destinations. The incumbent is responsible for ensuring that the operation and maintenance regimes are developed and implemented to provide high value customer experience.</p>
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>Technical Responsibilities:</p> <ul style="list-style-type: none"> • To lead the development and implementation of asset management plans associated with the relevant functional areas ensuring alignment to organisational objectives and current and future community needs. This includes the development of a sustainable long term capital works prioritisation strategy in collaboration with stakeholders to gain support and endorsement from the board. Development and implementation for the 4 year capital delivery plan for asset classes in the relevant functional area valued at \$ 8 million/year. • To lead discussions and negotiations with internal and external stakeholders on a range of politically sensitive and complex infrastructure issues associated with lighting and sporting venues ensuring that discussion outcomes are aligned with corporate strategy. • Provide expert/specialist advice to internal and external stakeholders in the relevant functional areas taking into consideration, growth, changing community expectations the wider long term financial implications of Council and changing political environment. • To lead the management and Operation of key Council facilities ensuring that facilities continue to operate sustainably and visitors receive good customer

experience. Contract management of service contracts for facilities.

- Optimise the performance of the assets, systems and processes in line with the strategic asset management plan objectives, to achieve the lowest lifecycle costs and maximise the benefits to the community.
- To ensure that Asset Management Plans for the relevant functional areas are established and operating efficiently and sustainably delivering on strategic objectives and community expectations.
- Develop. Plan and coordinate detailed proactive maintenance plans for relevant assets ensuring timely delivery, excellent stakeholder management and working to allocated resources.
- To develop and implement a risk management system/process that adequately manages safety risk associated with buildings, electrical and lighting assets in accordance to Council's risk appetite as set out in the Enterprise Risk Management (ERM) framework
- Undertaking comprehensive review of technical specifications and construction drawings to ensure that project outcomes will be achieved in the delivery of these projects. Ensuring that project outcomes are achieved at the end of the delivery cycle of the project.
- Prepare high quality comprehensive, budget bids, technical briefs and documents and reports in a timely fashion taking into account the wider Council agenda and strategic outcomes.
- Preparation of accurate budget estimates and schedule of quantities for building & facilities infrastructure works.
- Monitor and evaluate project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes
- Extract valuable insights from data to drive informed decision making, utilising the appropriate visualisation to facilitate the communication of complex information effectively to a range of audiences, in particular executive management and elected members.
- Liaison with relevant government departments, service authorities and other stakeholders as required. Provide leadership in the areas of continuous improvement, customer service, and human resource management in the delivery of service areas in a manner that supports the core values, behaviours and objectives of the Council.
- Building strong relationships with internal and external stakeholders, forming strong business partnerships that facilitate good collaboration to deliver good outcomes for the community. Key external stakeholders including other local and State government agencies.

Contributes to:

- Contribute to the development of Council's Strategic Asset Management Plan and Long-Term Financial Plan including preparation of funding projections (life cycle costing) for Open Space assets and pathways.
- Working closely with relevant divisions to develop a long term strategy for buildings in consultation with relevant internal and external stakeholders.
- Contribute to the development of Council's Annual Business Plan. Preparation of budget estimates.

	<ul style="list-style-type: none"> • Contribute to the development of concept and detailed design. • Contributes to the implementation of Council’s critical actions from the Sustainability Strategy and City Plan • Contributes to the development and implementation of the Division annual business plan, ensuring updates are undertaken in a timely manner, keeping all stakeholders up to date. • Contributes to the operationalisation of Council’s enterprise risk management framework (ERM).
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<p>ESSENTIAL SELECTION CRITERIA:</p>	<ul style="list-style-type: none"> • Tertiary qualification in civil engineering, asset management, design, architecture or related field and/or commensurate demonstrated experience in lieu of formal qualifications. • Comprehensive knowledge of principles, standards and legislative requirements of asset management operations of local government. • Highly developed analytical skills and possess comprehensive knowledge on data analytic tools and methods. • High level of business and political acumen to develop business cases to support new novel initiatives • Comprehensive knowledge and extensive experience in strategic planning and imbedding plans into business as usual. • Strong presentation and communication skills. • Sound knowledge of policies, regulations and statutory requirements relating to the work area. • Comprehensive knowledge of Council’s financial systems. • Significant experience in contract management. • Extensive knowledge of building standards – BCA & NCC. • Understanding ESM (Essential Safety Measure). • Strong report writing skills. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies,

	<p>stakeholders and the community, both verbally and in writing.</p> <ul style="list-style-type: none"> • High level of organisational and time management skills and be able to work autonomously. • Demonstrated ability in making decisions within team environment which progress the project's desired outcomes. • Demonstrated ability to understand standard financial reporting, including budgeting, profit & loss, cost benefit analysis and forecasting/projections.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Experience working in a government environment. • Basic to Intermediate AUTOCAD Knowledge
SPECIAL CONDITIONS: (IF REQUIRED)	<ul style="list-style-type: none"> • Expected to attend where required relevant committees, informal strategy meetings and Council meetings when Divisional papers are put forward. • Some work after hours will be required. • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities • As an Authorised officer, fulfil all requirements set out in relevant Legislation as delegated.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
REQUIREMENT TO REGISTER A CONFLICT OF INTEREST	<p>This position has been identified as one in which there may be a conflict of interest for the incumbent. A conflict of interest is a conflict between public duty and private interests which could influence the performance of official duties and responsibilities. The incumbent of this role is required to complete a Register of Interest form every 12 months.</p>

AGREEMENT:		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: