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|-------------------------|---|
| <b>Position Title:</b>  | <b>Senior Specialist Asset Management</b> |
| <b>Classification:</b>  | Level 8 (Stream A)                        |
| <b>Department:</b>      | Infrastructure & Operations               |
| <b>Program:</b>         | Asset Management                          |
| <b>Position Number:</b> | AM0016                                    |

### Position Objective

The Senior Specialist Asset Management is responsible for developing Mackay Regional Council's (MRC) Strategic Asset Management Plan (SAMP) and assisting internal asset owners to develop and implement robust asset management plans that appropriately consider Level of Service (LOS) requirements and the capital and ongoing operational cost of delivering these services. The Asset Management Specialist will lead the development and implementation of the capital prioritisation framework and undertake projects across the organisation that drive asset management maturity and capability.

Under broad direction, the Senior Specialist Asset Management will initiate, develop, implement and manage asset management frameworks to deliver high standards of asset management planning and to enhance and improve asset management capability within MRC with a focus on driving the growth of asset management practices.

This position will provide expert technical and professional advice relating to strategic, tactical and operational asset management frameworks and processes and have a strong focus on leading MRC asset owners in developing asset management capability and maturity to ensure that LOS are achieved at the lowest practicable total lifecycle cost.

### Key Responsibilities

Shall include, but not be limited to:

1. Assess MRC's asset management maturity and capability against ISO 55000 or equivalent Asset Management frameworks/models using assessment guidelines and develop and implement asset management models and tools to improve MRC's asset management capability.
2. Lead the development of MRC's Strategic Asset Management Plan and work closely with asset owners to develop and maintain robust asset management plans that are used to guide asset renewal and operational budgeting.
3. Identify current and future options in the development of Asset Management strategies, structures, frameworks and policies to achieve MRC strategic and operational objectives.
4. Initiate, develop, implement and embed technical and general asset management policies, processes, techniques and procedures for the MRC asset portfolio and prioritise activities based on asset risk and service delivery requirements.
5. Manage a complex asset portfolio to ensure that it meets agreed stakeholder expectations (levels of service), develop tools and frameworks to assist asset owners in effectively managing and monitoring the performance of their assets.
6. Lead the development and implementation of a capital prioritisation framework and associated tools resulting in informed decision making and prudent level of investment.

7. Provide specialist technical advice, guidance and mentoring relating to strategic, tactical and operational asset management frameworks and processes.
8. Contribute to the development and management of the budget allocated to the Asset Management Program and manage budget related to assigned asset management projects.
9. Provide advice on and input into strategic and operational processes, including but not limited to workforce planning, business cases, business and operational plans.
10. Ensure the timely, effective and efficient completion of allocated projects and ensure all tasks are completed in accordance with Service Level Agreement (SLA) and/or standards of work.
11. Provide an environment and culture that ensures workplace health and safety, industrial health and hygiene, psychological safety, and wellbeing, for all people within the workplace.
12. Establish and maintain excellent working relationships with stakeholders.
13. Other responsibilities as directed by your immediate supervisor within the scope of this position.

### **WH&S Obligation and Responsibilities Statement**

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

### **Position Capabilities:**

### **Qualifications**

**(Includes Formal Qualifications, Licences, Tickets, Registrations and Professional Memberships)**

#### Essential

- Qualification in a related field such as Engineering, Asset Management or equivalent.
  - Degree (preferred); or
  - Diploma with significant relevant experience.
- QLD “C” Class Drivers Licence or interstate equivalent. Note: interstate licences must be transferred to QLD within three (3) months of commencement.
- Asset Management certification such as CAAM (Certified Associate in Asset Management) or related certification.

#### Desirable

- Post-graduate qualification in a related field such as Engineering, Asset Management, Business Management, Project Management, or equivalent
- Member of IPWEAQ or equivalent.

### **Experience**

#### Essential

- Significant experience in lifecycle asset management of a range of asset classes.
- Substantial experience in developing and maintaining relationships with stakeholders.
- Substantial experience in the development and implementation of asset management plans, tools and processes for an infrastructure-based organisation.

- Substantial experience in working with a diverse and complex asset portfolio.
- Significant experience in ISO 55000, PAS55 or similar asset management frameworks, systems and techniques.
- Substantial experience in building organisational capability in asset management that recognises the varying needs and requirements of stakeholders.
- Experience in leading and managing small to medium sized teams and/or project teams.

#### Desirable

- Experience in local government, civil infrastructure or water industry asset management.
- Experience in leading and managing leading multidisciplinary teams.
- Experience in assessing asset criticality, condition, risk, health and performance.
- Experience in developing asset performance assessment tools.
- Experience in project identification, prioritisation and planning.

### **Skills**

#### Essential

- Comprehensive ability in the application of strategic, tactical and operational asset management concepts.
- Strong interpersonal skills, including the ability to build rapport and effective working relationships, teamed with the ability to communicate appropriately both verbally and in writing.
- Strong computer operation skills with a well-developed understanding of asset management information systems and integration points into other corporate systems and the ability to use corporate systems and Microsoft Office products.
- Highly developed ability to deal with difficult situations, clearly articulate issues, negotiate outcomes and resolve problems, with an attitude to take personal responsibility for promptly handling and resolving workplace tasks.
- Highly developed ability towards continuous improvement including the ability to adapt to changing work environments and/or conditions while maintaining a positive attitude.
- Highly developed time management skills including the ability to set operational priorities, schedule resources and organise work.
- Highly developed ability to think critically, analyse data and information and provide sound theoretical and scientific recommendations to deliver optimal solutions.

#### Desirable

- High level skills and knowledge of engineering and asset management software applications.

### **Knowledge**

#### Essential

- Substantial working knowledge across the scope of an asset management system including objectives, strategy and planning, decision making, lifecycle delivery, organisation and people, risk and review.

- Comprehensive working knowledge of Asset Management frameworks, methods, standards and systems, including IIMM, ISO 5500, GFMAM.
- Knowledge of benchmarking and asset management best practice.

#### Desirable

- Understanding of relevant Australian Accounting Standards Board (AASB) standards such as AASB13 and AASB116 and how they apply to assets.

#### **Organisational Relationships**

|                   |  |
|-------------------|--|
| Reports to:       | Executive Manager Asset Management                     |
| Supervision of:   | Nil  |
| Internal Liaison: | MRC Leaders and other key internal stakeholders        |
| External Liaison: | External statutory and industry bodies and consultants |

## WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – EMPLOYEES

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the *Mackay Regional Council* WH&S Management System, SafePlan, the WH&S Management System Plan and Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on *Mackay Regional Council* property generally.
7. Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
8. Attending any Toolbox Talks or specific training supplied by *Mackay Regional Council*.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees, or the public.
11. Report any concerns for WH&S to your Supervisor.



**Senior Specialist Asset Management  
Selection Criteria**

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

| <b>Criteria:</b>  | <b>Weighting</b> |
|---|------------------|
| Demonstrated substantial experience in the development and implementation of asset management and capital prioritisation plans, tools and processes for an infrastructure-based organisation.                             | 25%              |
| Significant experience in ISO 55000, PAS55, GFMAM 39 subject areas or similar asset management systems and techniques.  | 20%              |
| Substantial experience in building organisational capability in asset management that recognises the varying needs and requirements of stakeholders.  | 20%              |
| Highly developed interpersonal skills, including the ability to build rapport and effective working relationships, teamed with the ability to communicate appropriately both verbally and in writing.                     | 20%              |
| Substantial experience in working with a diverse and complex asset portfolio.   | 15%              |
| Qualification in a related field such as Engineering, Asset Management or equivalent. <ul style="list-style-type: none"> <li>▪ Degree (preferred); or</li> <li>▪ Diploma with significant relevant experience.</li> </ul> | Essential        |
| QLD "C" Class Drivers Licence or interstate equivalent.   | Essential        |
| Asset Management certification such as CAAM (Certified Associate in Asset Management) or related certification.   | Essential        |