

Position Title	Asset Planner - Stormwater
Department	City Assets
Unit	Asset Systems & Planning
Team	Asset Planning - Stormwater
Supervises	Nil
Reports To	Team Leader Asset Planning - Stormwater
Grade	H
Date Prepared	1/08/2019
Date Last Updated	5/07/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To support the Rolling Capital Works Program through the Project Management Office (PMO) and Framework (PMF) for stormwater related projects.

Accountabilities






- Assist the Team Leader to develop and deliver the Rolling Capital Works Program through Council's PMO and PMF including the coordination with other asset coordinators/team leaders to achieve a whole of place project planning
- Contribute to the development and implementation of Council's Delivery Program, Operational Plan and the Unit Plan as a key member of the Unit, participating in a multi-disciplinary environment
- Assist in the procurement process for projects, including participating in assessment panel and as subject matter expert
- Review and approve draft and preliminary construction drawings provided by the Asset Design Unit ensuring the scope and budgets are met and compliance with relevant standards, and where applicable, to the requirements of utility service providers and government authorities
- Prepare and maintain relevant policies, guidelines and standard drawings for related asset categories and provide expert advice to the community, staff and Council.
- Prepare grant applications and ensure compliance with reporting obligations to external authorities
- Investigate and provide advice regarding acquisition and disposal of Council assets as required
- Contribute to the development of asset prioritisation modelling, updating of Asset Management Plans and cyclic condition assessment of related assets
- Investigate and respond to customer requests as allocated and where applicable make recommendations to include in the Rolling Capital Works Programs or request maintenance works as necessary
- Participate in community consultation processes for projects identified on the Capital Works Program in conjunction with other Departments of Council as required

- Prepare project brief, program, deliverables and contract documentation for the engagement of consultants as required
- Prepare presentation briefings, correspondence and write reports and issues papers as required
- Collaborate with other department to deliver on Council's objectives
- Contribute to the development of a culture of customer service excellence and continuous business improvement within the team
- Provide infrastructure related advice on development applications as required
- Support other Units/Teams within the City Assets Department as required
- Undertake other projects and/or tasks as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
 Results	Influence and Negotiate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
 Resources	Deliver Results	Adept
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
 People Leadership	Procurement and Contracts	Intermediate
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions

- Anticipates, identifies and addresses risks and issues with practical solutions
- Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering or related discipline (Environmental Engineering, Natural Resource Management, Environmental Science or equivalent experience)
- Class C Drivers Licence
- WH&S Construction White Card

Essential Experience

- Demonstrated experience in investigation, strategic planning, prioritisation, design, construction and maintenance of related assets
- Demonstrated understanding of asset management principles
- Demonstrated stakeholder engagement on issues and projects
- Demonstrated project management skills
- Demonstrated computer skills in Microsoft Office and GIS applications
- Demonstrated experience in the preparation of project briefs, budgets, construction plans, specifications, BoQs and contracts
- Demonstrated knowledge of relevant Acts, Regulations, Legislation, Guidelines, Codes and Council Policies.
- Demonstrated understanding of floodplain management and a working knowledge of the NSW Floodplain Development Manual

- Demonstrated communication skills including oral, writing and correspondence

Desirable Qualifications and or Experience

- Post-graduate relevant qualifications
- Qualifications in Project Management
- Eligible for membership of relevant professional associations
- Experience using CAD applications for documenting concept/minor designs
- Demonstrated delivery or trial of innovative projects.
- Demonstrated computer skills in using hydrologic and hydraulic modelling software (e.g. TUFLOW, DRAINS)
- Demonstrated knowledge and experience in drainage and flood mitigation assessment and design
- Demonstrated experience in catchment management and natural resource management and water sensitive urban design
- Demonstrate practical knowledge of integrated urban water cycle management and bushland regeneration, revegetation and biodiversity principles
- Sound ecological understanding of vegetation communities threatened species and biodiversity issues, knowledge of Western Sydney natural area environment and issues
- Demonstrated ability to operate Water Quality computer applications/systems to produce and interpret technical and statistical reports (MUSIC).

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>