

Position Title	Senior Asset Planner - Roads
Department	City Assets
Unit	Asset Systems & Planning
Team	Assets Planning – Roads
Supervises	Nil
Reports To	Team Leader Asset Planning - Roads
Grade	I
Date Prepared	30/10/2020
Date Last Updated	14/01/2021

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).

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 Works & Projects 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 – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	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		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
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

* 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 General Manager.

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 equivalent experience in related field
- Class C Driver's Licence
- WH&S Construction White Card.

Essential Experience

- Demonstrated extensive experience in investigation, strategic planning, prioritisation, design, construction and maintenance of related assets
- Demonstrated high level of understanding of asset management principles
- Demonstrated high level of stakeholder engagement on issues and projects
- Demonstrated project management skills
- Demonstrated well-developed 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 Pavement Engineering including road pavement network modelling.

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
- Operating knowledge of Local Government Regulations and legislations
- Demonstrated delivery or trial of innovative projects
- Demonstrated experience in leading, motivating and coordinating a high performing team
- Demonstrated experience in applications such as Pavement Design and Management Systems, Traffic Simulation programs and Asset Management Systems.

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"/>