



POSITION DESCRIPTION

POSITION TITLE	Manager Asset Planning
DIRECTORATE/SECTION	Infrastructure / Asset Planning
LEVEL	Negotiated Contract
RESPONSIBLE TO	Director Infrastructure

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

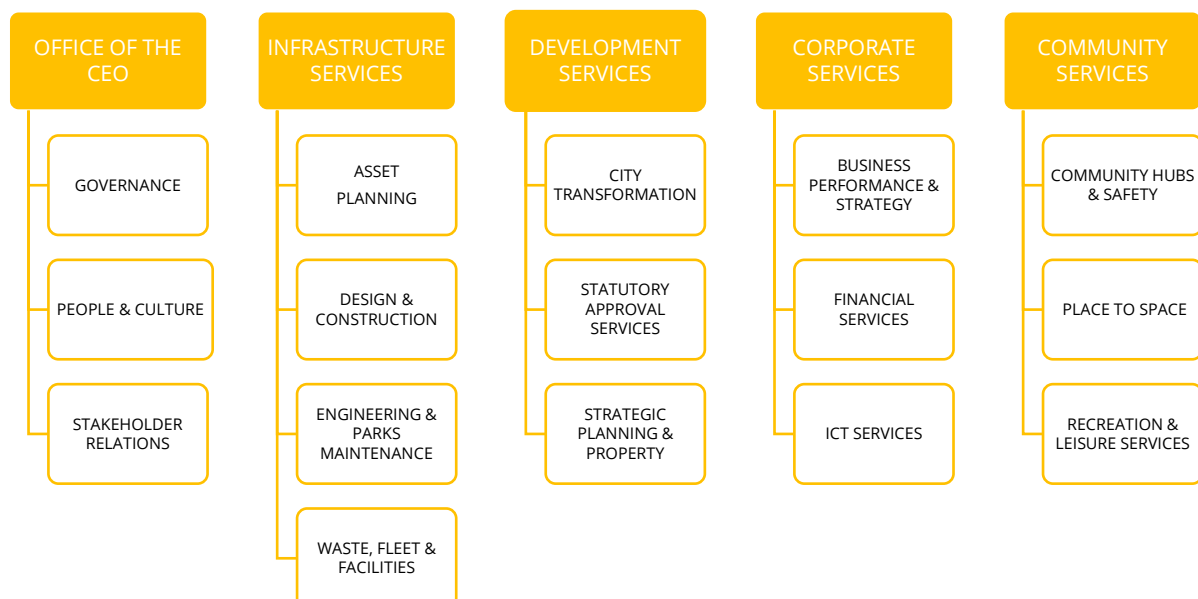
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Manager Asset Planning provides expert strategic and technical leadership to a multi-disciplinary team responsible for the direction, decision making and coordination of the City's asset portfolio including engineering, community facilities, fleet and natural environment.

The City of Kalamunda is responsible for approximately \$1 billion of municipal assets, and the Asset Planning team is responsible for setting direction and coordinating subject matter experts across the organisation to optimise the lifecycle implications of the portfolio. The Manager Asset Planning must work across the organisation to improve and enhance organisational maturity in Asset Management, whilst focussing on financial optimisation and best value decisions through short and long-term infrastructure planning and development reviews.

Through contemporary management & leadership, the Manager Asset Planning must ensure the Asset Planning Business Unit is administered strategically, effectively and efficiently.

The Unit comprises several subordinate Business Units covering:

- Strategic and Financial Asset Management
- Asset Planning and Coordination
- Development Asset Services
- Road Network Management

KEY RESULT AREAS

ASSET MANAGEMENT AND FINANCIAL MANAGEMENT

- Responsibility for the Asset Management performance of the City against industry indicators and benchmarks, and lead campaigns and projects to continuously improve.
- Strategic leadership of the development of the Asset Management Framework including the Policy, Strategy, Plans and supporting Guidelines, Standards and Specifications.
- Provide support across the Infrastructure Directorate and wider organisation to influence the optimised operations of the other Business Units based on asset management principles.
- Uplift the organisational knowledge and culture relating to asset management.
- Provide leadership, support and education for the Infrastructure Board to represent asset management and infrastructure principles in decision-making.
- Lead the team to meet all legislative and operational requirements relating to financial asset management and strategic asset management.
- Promote the relationship between corporate strategies, asset management plans, the Long-Term Financial Plan and the Annual Budget to contribute to strategic and cohesive planning and budgeting.

ASSET PLANNING AND COORDINATION

- Act as the Policy and Strategy owner and lead for areas where Asset Planning is nominated as the Strategy owner. This currently includes but is not limited to; KalaMoving, KalaFlowing, Bike Plan, Urban Forest Strategy, Biodiversity Strategy, Local Environment Strategy

- Act as the chair of the Kalamunda Environmental Sustainability Advisory Group, and chair/participate in any other groups where Asset Planning is a strategy owner or contributor
- Lead the consolidation of the capital component of the Long-Term Financial Plan and Annual Budget, in close collaboration with the Manager Financial Services and other stakeholders, to ensure process efficiency that considers the financial bottom line.
- Ensure that the City's strategic and operational risks and portfolio performance are highlighted and considered in infrastructure planning to influence critical decision making.
- Actively engage in strategies and projects being developed in other areas of the organisation to provide strategic and technical guidance and identify and comment on strategy gaps which impact the capital component of the Long-Term Financial Plan.
- Champion and embed a collaborative and cross functional approach to infrastructure planning to encourage best value outcomes for the community which are financially sustainable for the organisation.
- Lead the City's project planning (for projects nominated outside of the EPMO) and ensure that projects are verified and scoped to a desirable quality for handover to the delivery team.
- Ensure that the City's strategic and project planning undertaken by the Asset Planning team involves appropriate community engagement and liaison to develop relationships and understanding of the City's position, and base decisions on community feedback
- Ensure appropriate scenario and cost benefit analysis is undertaken at a program and project level to optimise the City's approach.
- Act as the City's strategic liaison for State Government projects (e.g. Main Roads) in order to negotiate favourable outcomes for the City.
- Collaborate with the Manager Design and Construction to build programs that are practical, deliverable and adequately resourced.
- Monitor and analyse the success of the capital works program and projects to embed continuous improvement.

ASSET DEVELOPMENT SERVICES

- Lead the approach to the City's review and approval of third party works, to ensure any future new or modified City assets are quality and align with the City's standards and expectations, through plan review, site supervision and compliance.
- Provide strategic oversight into the City's approach to future City infrastructure, ensuring best value decisions are made for the City and community, balancing technical merit, environment and sustainability, service levels and financial impact.
- Provide strategic and technical guidance in complex matters, including support in complex negotiations.
- Collaborate with the Manager Approval Services to ensure a cohesive service is provided to customers of the City.

ROAD NETWORK MANAGEMENT

- Ensure responsiveness to the operational traffic and road safety portfolio, to align and interact with the strategic approach of the City, and consider cost-benefit.

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Accurate and timely information and support is provided to ensure that adopted budgets, plans and strategies are implemented as best possible
- Facilitate the flow of information between Elected Members and the CEO/Executive regarding matters within this Unit
- Council (including Committees) and the Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the Infrastructure Services directorate.

OPERATIONAL PLANNING & EXECUTION

- Effective operational business plans and service reviews (appropriately linked to relevant goals) within the City's strategic plan(s) are developed; implemented and regularly reviewed for the Asset Planning Unit; including plans for each of the individual business unit areas.
- Through refinement of the Asset Management Strategy continual improvement is made moving from reactive to planned maintenance activities
- Annual operating budgets and assigned capital works budgets are effectively formulated and delivered

CUSTOMER MANAGEMENT

- Strategically lead community engagement relating to strategies and projects developed by the Asset Planning team, including attending community workshops and stakeholder meetings, negotiating optimised outcomes, explaining the City's position and considering the best approach to community feedback.
- Lead the approach to customer service within the Asset Planning, ensuring that community requests are evaluated against an appropriate framework, and explained adequately to customers.
- Recognising the operating environment and resource availability, ensure that the highest possible levels of community satisfaction and dispute resolution is delivered in line with the City's Customer Service Charter and Business Unit customer service requirements.
- Build relationships with key stakeholders to negotiate best value outcomes for the City.

LEADERSHIP

- Staff are consistently provided with high quality dynamic; innovative and proactive leadership; guidance and support, including regular and constructive feedback about performance and development opportunities
- Lead across the organisation in championing the role of asset management and infrastructure principles in the organisation
- Participate actively in the Infrastructure Directorate Leadership Team, and ensure negotiated outcomes and direction at this level is embedded in the Asset Planning team to create a cohesive directorate.
- Ensure systems and structures are in place to continually monitor the Key Performance Indicators of the team, identify emerging issues and respond in a timely manner.
- Identification and mentoring of emerging future leaders within the Unit is seen as a core deliverable of the role

BUSINESS PROCESS MANAGEMENT

- Drive continuous improvement of the directorate through the Asset Management Framework and nominated improvement projects
- Participate in continuous improvement across the organisation in relation to infrastructure and asset management.
- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

OCCUPATIONAL SAFETY AND HEALTH & CULTURE

- Effectively supervise and promote compliance with Work Health and Safety policies and procedures to maintain safe work practices and a safe working environment.
- Be seen as the leader of the 'One Tribe' workplace culture initiative within the Unit

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs. Encourage Team work and leadership within, mentoring to new and up and coming staff.

TRAINING/QUALIFICATION(S)

- As a minimum, a tertiary qualification in Civil Engineering, or allied skill areas
- Post graduate qualifications in asset management, management or allied skill areas
- Human Resource Training and or Education or allied skills
- At least 5 years' experience at Coordinator or higher level within Western Australian Local Governments, managing a multi-disciplinary team

SELECTION CRITERIA

1. Achieves results.

Supporting organisational sustainability and driving the change agenda within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the provision of asset lifecycle management. Allocating resources, organisational planning and managing infrastructure and environmental assets.

2. Builds productive relationships.

Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.

3. Exemplifies personal integrity and self-awareness.

Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.

4. **Communicates and influences effectively.**

Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

5. **Demonstrates Emotional Intelligence**

Recognising the variety of staff within the Unit each have their own personal styles of working with others be able to as best possible provide a workforce that can get along using a wide toolbox of management and leadership skills

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C-B' (Manual) class driver's licence allowing the holder to drive legally in Western Australia. A HR licence would be highly regarded.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Liah Ale V1

DATE PD REVIEWED/APPROVED:

UPDATED FOR CHANGES:
