

## POSITION DESCRIPTION

POSITION TITLE	Coordinator Infrastructure Planning
DIRECTORATE/SECTION	Infrastructure Services - Asset Planning
LEVEL	9
RESPONSIBLE TO	Manager Asset Planning

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

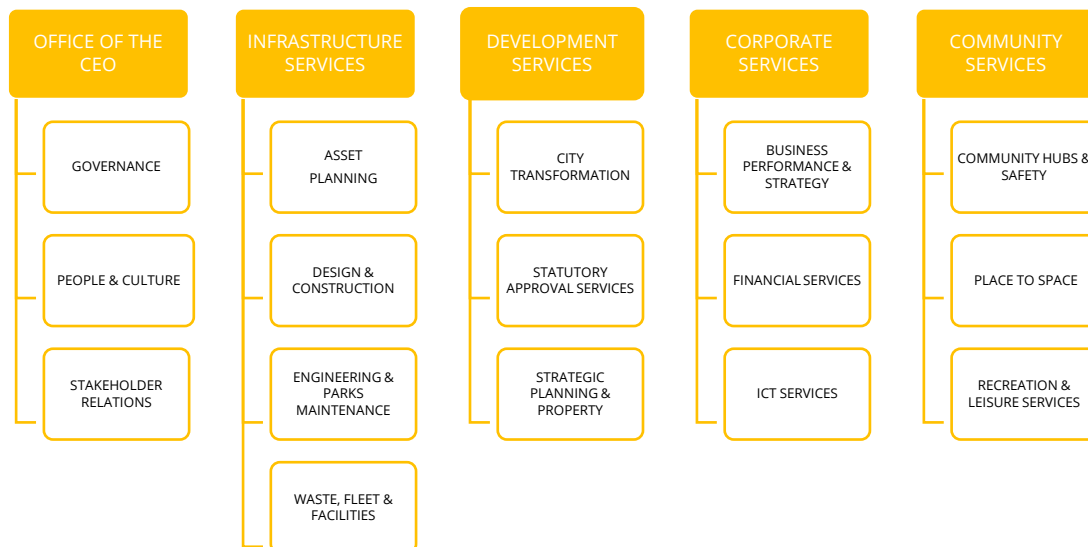
### OUR SIMPLE GUIDING PRINCIPLES

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

### OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

- Provide high quality and expert coordination and oversight of the organisation's asset planning including capital program management, long-term financial planning, grant management and project initiation for municipal asset including engineering, community facilities, fleet and environment.
- Ensure asset planning is community focussed, cross-functional and strategy led, whilst responding to the City's financial capacity and organisational goals.
- Manage daily operations and performance of the team.

## KEY RESULT AREAS

### ASSET MANAGEMENT

- Coordinate the capital component of the City's Long-Term Financial Plan, ensuring that the City's capital needs are centrally captured and accurately forecasted over a 10-year period, and align to a realistic funding strategy.
- Ensure the City's strategic objectives and community aspirations are represented and addressed in the Long-Term Financial Plan, including Asset Management targets.
- Support the strategic leads outside of the Infrastructure directorate in program preparation to ensure technical and operational needs are considered to form implementable and affordable projects.
- Coordinate the development, implementation, and continuous improvement of a guiding framework to support decision-making relating to infrastructure and environmental projects including – strategies, guidelines, standards, and specifications.
- Oversee and coordinate the City's grant applications for capital projects, ensuring the City is maximising grant funding through high quality submissions.
- Coordinate the annual budget process relating to capital works including robust project planning, scoping, and estimating.
- Ensure relevant stakeholders, particularly within the community, are identified and engaged where relevant in strategising and project planning.
- Champion the role of asset management in the delivery of services to the community.
- Provide specialised expertise and leadership to the organisation in relation to asset management, to increase organisational capacity and knowledge.
- Actively participate with the industry in the sharing of knowledge and undertake benchmarking activities.
- Deliver high quality services and activities for the City's strategic and operational plans.

### FINANCIAL MANAGEMENT

- In liaison with Finance, understand the financial capacity and strategy of the organisation to ensure capital works are planned efficiently and effectively and match the capacity of the organisation.
- Manage relevant operational and capital budgets to ensure 100% expenditure of planned budgets, and that variances are within performance targets.
- Develop forward programs and budgets to support the delivery of organisational goals and objectives.

### ORGANISATIONAL SUPPORT

- Provision of advice and recommendations to the Infrastructure Program Board and relevant subject matter experts to assist in effective decision making and planning.
- Provide internal education and support regarding asset planning and infrastructure across the organisation, representing asset management principles
- Provide high quality internal education and support regarding asset planning and infrastructure across the organisation, representing asset management principles
- Work across the Infrastructure directorate to identify and rectify issues from an Asset Management perspective.
- Prepare information briefing papers, reports, business plans and strategic documents.
- Manage the delivery of business plan actions of the Asset Management team.
- Provide supporting services to the Infrastructure directorate.

### **CUSTOMER SERVICE**

- Coordinate the team's approach to customer service including developing positions on infrastructure positions and analysing customer feedback trends.
- Provide high quality service and expert advice to all customers.
- Manage responses to customer requests in accordance with performance targets.
- Research service improvements in the industry and propose improvements for the City.
- Ensure that all staff deliver excellent service under the City's Customer Service Policy, Charter, and Strategy.
- Coordinate community engagement for selected strategies and projects in accordance with the Community Engagement Strategy.
- Seek feedback on asset planning services from customers.

### **STAFF MANAGEMENT**

- Demonstrate leadership behaviours that promote the City's values.
- Monitor and report on team performance against Key Performance Indicators as outlined in the team's Service Plan.
- Prepare processes and procedures to support efficient team operations and undertake business improvement activities.
- Performance manage staff through annual performance reviews and regular periodic performance conversations, and implement rewards and consequences as required.
- Participate or lead recruitment for new staff members.
- Coordinate staff training and development, and support staff through mentoring and coaching.
- Ensure compliance with all legislative requirements relating to staff, including employment agreements, Occupational Safety and Health, and Equal Employment Opportunity.
- Ensure all documentation required for the administration of staff matters is completed accurately and on-time. This includes time sheets, leave forms, incident reports, position descriptions, staff performance reviews, career development and performance reporting.
- Pursue opportunities for personal development of staff.

## WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

## TRAINING/QUALIFICATION(S)

- Possession of a Civil Engineering degree, equivalent tertiary qualification, or substantial (5 years) relevant experience.
- Diploma/Professional Certificate in Asset Management or equivalent experience.
- Possession of a construction White Card.
- Police clearance.

## ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Possession of a tertiary qualification in Civil Engineering or a recognised equivalent.
- Expert level of skills and knowledge of infrastructure asset management and budgeting within local government or a similar environment.
- High level of skills and knowledge in staff management.
- Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
- Exceptional interpersonal skills, negotiation, and conflict resolution, and the ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
- Well-developed communication skills to communicate technical matters and conditions with a wide range of stakeholders, verbally and in writing, including the ability to undertake research, develop complex proposals, write technical and strategic documents and submissions, including policies and procedures.
- Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.
- Specialised analytical and problem-solving skills, with the ability to exercise excellent judgement and initiative.
- High level of computer skills including the MS Office suite of software.

- Possession of, or the ability to acquire, a satisfactory Police Clearance Certificate (dated within the last 6 months).

### **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Possession of or progress towards a post graduate qualification or the willingness to undertake further formal study relevant to the position.

### **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.

### **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.

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REVIEWED BY: Asset Advisor – Liah Ale  
DATE PD REVIEWED/APPROVED: 2 July 2025

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