Council Vision:

We put our Pyrenees communities at the centre of all decision-making. Through our focus on wellbeing, community connections, and supporting all life stages, we aim to create vibrant, resilient, inclusive communities where visitors and residents want to live, invest and thrive. Our Vision is for a vibrant shire where economic growth and innovation go hand-in-hand with supporting key industry sectors, the natural environment and small-town sustainability.

POSITION TITLE	Coordinator Assets
AWARD CLASSIFICATION	Pyrenees Shire Council Enterprise Agreement 2023
BAND	Band 7
DEPARTMENT	Assets & Engineering
LOCATION	Beaufort, with work across the municipality as required
INCUMBENT	
TERM OF TENURE	Permanent full time (1.0 FTE)
START DATE	
APPROVED DATE	11/11/26
REVIEWED DATE	11/11/26
APPROVED BY	Director Assets and Development Services

Council Values



Community Centred

In everything we do, we consider the benefit and impact to our community.



Accountable

We take ownership of our actions and deliver on our commitments.



Responsive

We respond promptly and respectfully to our community.

Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:		
Reports to:	Manager Assets & Engineering	
Supervises:	Assets Officer; Project Engineer	
Internal Liaison:	Manager Assets & Engineering; Coordinator Projects & Design; Works, Finance, Information Management and Planning teams	
External Liaison:	Government departments and funding bodies; Service authorities and utilities;	Consultants and contractors; Community members and groups

Position Overview

The Coordinator Assets leads Council's asset management function, ensuring decisions about Council's roads, bridges, buildings and other infrastructure are informed by accurate asset data, condition information and lifecycle planning. The position coordinates the development of asset management

plans and the long-term renewal program, and ensures Council meets its road management and asset reporting obligations.

Reporting to the Manager Assets & Engineering, the position leads a small team and works closely with the Projects & Design, Works and Finance teams to support infrastructure investment that is evidence-based and sustainable over the long term.

1. POSITION KEY SELECTION CRITERIA

1.1 Essential

1. Demonstrated experience in infrastructure asset management, including asset management plans, renewal modelling and lifecycle planning.
2. Experience managing asset data, condition assessments and asset management information systems.
3. Knowledge of the Road Management Act 2004 and experience administering a Road Management Plan, or the ability to rapidly acquire this knowledge.
4. Demonstrated ability to lead and develop a small team and coordinate work across functions.
5. Strong analytical and reporting skills, including using data to support investment decisions and funding submissions.
6. Highly developed communication and stakeholder engagement skills.

1.2 Desirable or highly regarded

1. Experience in local government asset management, preferably in a rural or regional council.
2. Experience integrating asset data with geographic information systems (GIS).
3. Experience with National Heavy Vehicle Regulator, issuing traffic and road opening permits, and review of planning permit conditions.
4. A tertiary qualification in civil engineering, asset management or a related discipline.

2. KEY RESPONSIBILITIES AND DUTIES:

2.1 Position Responsibilities

2.1.1 **Leadership and Culture**

a) Lead, coach and develop the Assets team, planning and directing team activities with community and customer impact in mind.
b) Contribute to recruitment, position descriptions, performance and development, and long-term staffing strategies for the team.
c) Foster a collaborative, safe and continuously improving team culture.

2.1.2 **Asset Management Planning**

a) Develop, review and implement Council's Asset Management Plan and asset class plans for roads, bridges, buildings, drainage and open space.
b) Develop the long-term asset renewal program and provide renewal priorities for the annual and long-term capital works program and the Long Term Financial Plan.
c) Define and review asset service levels, taking account of community expectations, risk and affordability.
d) Monitor and report on asset-related Council Plan measures, including bridge renewal and the reduction of weight-restricted bridges.

2.1.3 **Asset Data, Systems and Condition**

a) Maintain Council's asset register and asset management system, ensuring data is accurate, complete and current.
b) Plan and manage condition audits, inspections and data collection programs.
c) Work with Finance on asset valuations, capitalisation and reporting.
d) Work with the GIS Officer to integrate asset and spatial data.

2.1.4 **Road Management and Compliance**

a) Administer Council's Road Management Plan, including inspection regimes and intervention levels, and coordinate compliance audits.
b) Ensure Council meets its obligations under the Road Management Act 2004, including maintaining the Register of Public Roads.
c) Assess and respond to heavy vehicle access and other road-related requests.

2.1.5 **Funding and Asset Projects**

a) Prepare funding applications and business cases for asset renewal and improvement, including roads and bridges.
b) Oversee asset-related projects delivered by the team, including those undertaken by the Project Engineer.
c) Contribute to damage assessments and restoration planning for assets affected by emergencies.

2.1.6 **Corporate Accountability, Responsibility and Compliance**

Financial

a) Ensure sound, sustainable financial, resource and asset management which considers proper use, care and maintenance of council's assets relevant to delivery of service.
b) This position requires the ability to support in achieving funding bodies requirements associated with grant funded projects.
c) Supports the management and control of budgetary constraints and external funding acquittals relevant to the service.

Compliance

a) This position has delegations in accordance with the Local Government Act. Responsibilities must be exercised in accordance with Council's Delegations of Authority.
b) Ensure compliance with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
c) All employees / contract staff shall create full and accurate records of work-related decisions and activities, including capture of records into corporate electronic document management system.

Accountability and Responsibility

a) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
b) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies
c) Oversee and ensure compliance with regulatory requirements related to corporate governance, health and safety, industrial relations, risk management, delegations and financial reporting
d) Provide quality customer service and demonstrate Council's values in all aspects of the role.
e) Assist with emergency management activities as required, including duties outside the usual role during an emergency.
f) Undertake other duties as directed within the employee's skills and capability.

2.2 Child Safe Standards

a) Pyrenees Shire Council is committed to providing an environment that protects the safety and wellbeing of children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

2.3 Risk Management and Health Safety & Wellbeing

All employees must:

a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.

b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.

c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.

d) Actively encourage other employees to work safely.

e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.

f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.

g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.

h) Report any incident resulting in personal injury immediately.

i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

a) Accountable to the Manager Assets & Engineering for the planning, quality and performance of Council's asset management function, within approved budgets and work plans.

b) The freedom to act is governed by legislation, Council policies, objectives and budgets, with a regular reporting mechanism.

c) Decisions and actions may significantly affect programs, the community and public perception of Council, and the position provides input into policy.

4. JUDGEMENT AND DECISION MAKING

a) The position is essentially problem solving, applying established principles to new situations.

b) Guidance is not always available within the organisation.

c) Analyses options and makes recommendations on renewal priorities and investment decisions.

5. INTERPERSONAL SKILLS

a) Gains the cooperation and assistance of employees, contractors and community members in broadly defined activities, and motivates and develops employees.

b) Liaises with counterparts in other councils and agencies to resolve specialist problems, and across Council to resolve cross-organisational issues.

c) Communicates technical asset information clearly to Councillors and the community.

6. MANAGEMENT SKILLS

a) Plans the work of the team to achieve set objectives within resources and timeframes, despite conflicting pressures.

b) Implements personnel policies and practices, including recruitment, position descriptions and staff development, and contributes to long-term staffing strategies.

c) Manages and organises processes and systems to maximise efficiency and effectiveness.

7. SPECIALIST KNOWLEDGE AND SKILLS

a) Proficiency in applying asset management and engineering principles, including lifecycle costing and renewal modelling.
b) Knowledge of the Road Management Act 2004, asset management frameworks, and asset valuation and reporting requirements.
c) Proficiency with asset management information systems, GIS and data analysis tools.

8. QUALIFICATIONS AND EXPERIENCE

a) A degree or diploma in civil engineering, asset management or a related discipline, with several years of relevant experience, or lesser formal qualifications with extensive relevant experience.
b) Experience in infrastructure asset management, preferably in local government.
c) Current driver licence, Working with Children Check and National Police Check.

9. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature:

Employee name:

Date:

Supervisor signature:

Supervisor name:

Date:

CEO signature:

Sally Jones

Date:

Director Assets and Development Services signature: *Douglas Gowans*

Date: