



Position Description

Asset Portfolio Planner- Public Space

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Asset Portfolio Planner-Public Space
AWARD CLASSIFICATION:	Band 7
DEPARTMENT:	Customer, Operations & Infrastructure
DIVISION:	Property and Assets
DATE APPROVED:	May 2021
APPROVED BY	Joanne McNeill

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Head of Asset Management
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees and Managers, Executive Team and Councillors
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

POSITION OBJECTIVES

- The City has over \$3.6 billion in assets, using a Centralised Asset Management model our assets are managed in 5 portfolios being; Public Space, Transport, Integrated Water, Clever City and Buildings. In a context of significant population growth, rates capping, and the challenge of urban infrastructure renewal, some of the key priorities for the position include:
- Leading the development of the Public Space Asset Portfolio Asset Plans and Budgets (annual and 10 year) to meet the agreed level of service for all asset classes including the Operation, maintenance, renewal and upgrade budgets.
- Liaising with key internal stakeholders to ensure appropriate engagement, resourcing, support and input into programs and projects to ensure the desired outcomes are achieved.



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KEY RESPONSIBILITY AND DUTIES

- Identify and implement management strategies for Council-provided assets that address the diverse range of infrastructure, social and environmental needs to meet service delivery levels that satisfy community expectations.
- Lead the continual improvement and implementation of the organisation's 10-year Asset Management Plan for the Public Space Asset Portfolio.
- Ensuring appropriate analysis, planning and scope of works are completed for the delivery of the annual renewal and compliance projects to achieve service level targets and to improve the safety and accessibility of our assets.
- Work collaboratively with colleagues and team members to develop and implement strategic, delivery and service plans including budgetary and other resource requirements.
- Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill, competence and training.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent has authority to:

- Liaise with the Senior Leadership Group, internal and external stakeholders and other government organisations as required

The incumbent is accountable for:

- Working towards the achievement of Council, organisational, departmental and team goals and objectives in line with budgetary, quality and time constraints.
- Update, maintain and report on the following;
 - Public Space Asset Management Plan
 - 10year Portfolio Operational budget including annual works programs
 - Annual Budget Bid
 - Technical Asset Service levels
 - Industry Standards, guidelines and quality assurance systems
- Ensure the Public Space portfolio objectives are in line with legislative requirements, industry best practice and Councils long term financial plan

Provide technical advice to internal and external clients in a professional and timely manner

JUDGMENT AND DECISION MAKING

- Ability and confidence to make decisions based on knowledge of City of Port Phillip's policies and procedures, and professional planning experience and knowledge within delegated authority



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- Ability to use initiative and to problem solve, in response to highly varied and complex asset planning matters.
- Day to day decision making on often complex asset matters in accordance with delegated authority, budget and organisation objectives.
- A strong understanding of Local Government operations and processes.
- Exercise personal judgment within agreed standards to respond to a service requests within agreed service standards and to encourage/support staff to do the same.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated strategic, planning, conceptual, analytical and change leadership skills with the proven ability to drive strategic outcomes, innovation, and efficiency in asset management.
- Demonstrated ability to develop, manage and maintain business plans and associated budgetary and financial management requirements in relation to asset management.
- Good understanding of legislation and regulations (including accounting and procurement) that impact on the provision of infrastructure services in local government (Disability Compliance, OHS and Industry benchmarks)
- Sound knowledge and experience of maintaining enterprise Asset Management Information Systems and related systems and tools.

MANAGEMENT SKILLS

- Demonstrated skills in leading and influencing staff for achievement of objectives and targets, with positive collaboration and cooperation.
- Ability to manage time, plan, prioritise and organise own work.
- Ability to prepare and lead workshops with internal and external stakeholders, to engage and collaborate on the benefits of working together

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work



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INTERPERSONAL SKILLS

- Very good oral, verbal and written communication skills, and presentation skills including demonstrated ability to skilfully communicate strategy, plans and complex issues to a wide variety of audiences.
- Very good interpersonal skills with the proven ability to build positive and productive relationships with the executives, colleagues, stakeholders and employees to address and progress key strategic and operational challenges.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Tertiary qualifications in any of the following disciplines; asset management, asset planning or engineering and demonstrated relevant experience with ability to gain qualifications for the position
- **Experience:** Evidentiary based proficiency in asset portfolio management (Public Space Infrastructure) or relevant experience in delivering multiple asset-based programs and projects.
- Sound knowledge and experience in successfully leading asset management in a dynamic, complex, infrastructure organisation – preferably in a local council.
- Sound knowledge of asset management trends, issues and opportunities particularly those related to infrastructure and service planning, strategic asset planning, and sustainability.

SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.

Employment of successful candidates will be subject to a National Police Check.

Employment of successful candidates will be subject to evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

KEY SELECTION CRITERIA

- Sound knowledge and experience in successfully leading asset management in a dynamic and complex, infrastructure organisation (preferably in a local council) with demonstrated



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success in transforming organisational capacity and culture in relation to asset management.

- Sound knowledge and experience of asset management standards (eg ISO55000 and/or the National Asset Management Assessment Framework) and in the development, use and management of enterprise Asset Management Information Systems and related systems and tools.
- Sound knowledge of asset management trends, issues, and opportunities facing the Council and of legislation and regulations that impact on the provision of infrastructure services in local government.
- Strong strategic, planning, conceptual, analytical with the demonstrated ability to drive strategic outcomes, innovation, effectiveness and efficiency through asset management.
- Solid interpersonal, verbal and written communication skills including the demonstrated ability to build productive relationships and to skilfully communicate strategy, plans and complex issues to a wide variety of audiences in a busy, complex and political environment.