



## Position Details

<b>Position title:</b>	<b>Strategic Asset Lead</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Property & Assets
<b>Division:</b>	Operations and Infrastructure
<b>Date Approved:</b>	January 2026
<b>Approved By:</b>	Manager Property and Assets

### Organisational Relationships:

<b>Reports To:</b>	Head of Asset Management
<b>Supervises:</b>	NIL
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

## Position Objectives

The Strategic Asset Lead plays a critical role in guiding the City of Port Phillip's transition from reactive maintenance toward proactive, data-driven and risk-based asset management.

The role develops and leads long-term strategic planning for the City's \$3.6 billion infrastructure portfolio—covering Public Space, Integrated Water, Transport, Clever City and Buildings, to ensure safe, reliable and sustainable services for the community.

Key objectives include:

- Building a proactive asset management culture that protects community safety and the long-term performance of Council infrastructure.
- Developing 1, 2, 5 and 10 year asset renewal and maintenance programs that respond to condition, risk, service outcomes and financial sustainability.
- Providing strategic advice to Council on critical investment needs, asset risks, and long-term renewal requirements.
- Embedding long-term asset planning, lifecycle optimisation, and evidence-based decision-making to support Council's strategic priorities.
- Strengthening the City's asset management frameworks, systems and processes in alignment with ISO 55000.

## **Key Responsibilities and Duties**

### **Strategic Asset Planning**

- Lead the development of long-term infrastructure strategies and renewal programs across all asset classes.
- Develop and maintain 1, 2, 5 and 10 year renewal and maintenance plans, ensuring alignment with organisational strategy, service levels and financial sustainability.
- Build and embed proactive asset lifecycle models to reduce reactive maintenance and optimise long-term investment.
- Undertake strategic analysis of condition, risk, demand and performance to inform capital investment priorities.

### **Proactive Asset Management**

- Develop and implement proactive maintenance regimes, performance monitoring frameworks, and risk-based inspection programs.
- Drive continuous improvements to asset condition assessments and the quality, reliability and use of asset data.

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Courage and integrity

Personal growth  
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- Identify and manage infrastructure risks, developing mitigation strategies that protect the community and extend asset life.

## Contract & Project Management

- Manage strategic maintenance and renewal contracts, ensuring performance, value for money and compliance with specifications.
- Lead and oversee asset-related projects, including program planning, procurement, delivery monitoring and reporting.
- Coordinate consultant and contractor activities to support strategic asset planning and lifecycle modelling.

## Stakeholder Engagement & Collaboration

- Work collaboratively with internal departments (Engineering, Environment, Finance, Capital Delivery, Building maintenance and Community Services) to align investment needs and service outcomes.
- Engage with external authorities, utilities, contractors and the community to support planning and delivery activities.
- Provide high-quality strategic advice to the Executive Team, Council, and project governance groups.

## Governance, Compliance & Reporting

- Contribute to the development and improvement of Council's Asset Management Framework, Asset Management Plans and supporting documents.
- Ensure compliance with relevant legislation including the Local Government Act, Road Management Act and accounting standards.
- Lead the preparation of strategic asset reports, risk assessments, investment options, and renewal forecasts.

## Accountability and Extent of Authority

- Accountable for long-term asset planning, forecasts and recommendations, working within Council's policies, objectives and budgets.
- Responsible for ensuring maintenance and renewal programs are evidence-based, risk-informed and financially sustainable, with decisions that may significantly affect programs and services.
- Exercises delegated authority for contract management, project oversight and expenditure within approved limits set by policies, objectives and budgets.
- Liaising with the Senior Leadership Group, internal and external stakeholders and other Government Organisations representing CoPP.

## Judgement and Decision Making

- Provides expert advice on complex asset planning matters, using judgement where guidance is not always available.
- Makes decisions in uncertain situations by applying established methods to new problems and recognising when standard approaches are not suitable.
- Makes decisions that have a significant effect on long-term services, asset performance and costs, often involving choosing between several possible options.

## Specialist Skills and Knowledge

- Uses extensive knowledge of strategic asset management, lifecycle planning and infrastructure risk to solve new and emerging asset problems.
- Develops long term asset programs and business cases by analysing options and providing clear recommendations.
- Proficiency in asset management systems, data analytics, modelling and forecasting tools.
- Applies knowledge of legislation to ensure planning and delivery meet legal requirements and support long-term organisational goals.

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## Management Skills

- Leads strategic programs, manages priorities and coordinates teams to meet objectives when pressures or demands compete.
- Manages contractors, consultants and project resources in line with Council policies and safety requirements.
- Proficient in planning, time management and delivery of complex initiatives.

## Interpersonal Skills

- Communicates clearly in writing and verbally, preparing reports for senior executives and Council to gain cooperation and support for broadly defined asset activities
- Builds strong working relationships with internal teams and external counterparts to discuss and resolve specialist asset related problems
- Proven ability to advocate for evidence based asset investment in a political and community environment.

## Qualifications and Experience

- Tertiary qualification in Engineering, Architecture, Asset Management, Infrastructure Planning contract management or a related discipline.
- Extensive experience in strategic asset planning, lifecycle modelling, and the development of long-term infrastructure investment programs.
- Proven experience in contract management, project leadership, and effective engagement with diverse internal and external stakeholders.

## Mandatory Requirements

- Tertiary qualification in Engineering, Architecture, Asset Management, Infrastructure Planning or a related discipline.

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- Victorian Driver Licence.
- Ability to obtain and maintain a valid Working With Children Check (Employee).
- Demonstrated experience in strategic asset planning, lifecycle modelling, and long-term infrastructure program development.
- Proven experience in contract management, project leadership, and effective engagement with diverse internal and external stakeholders.

### **Child-Safe Standards**

- Maintain a child safe culture at 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.

### **Occupational Health and Safety Responsibilities**

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

### **Diversity and Equal Employment Opportunity**

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

### **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:

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- Sufficient proof of their right to work in Australia
- Complete a National Police Check completed **via** City of Port Phillip's Provider
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Demonstrated expertise in strategic asset management, including long-term infrastructure planning, lifecycle modelling, risk-based prioritisation, and the development of proactive maintenance and renewal programs.
- High-level analytical, conceptual and problem-solving skills, with the ability to interpret complex data, assess infrastructure risk, and provide clear, evidence-based recommendations to senior leaders and Council.
- Extensive experience in contract and project management, including the ability to manage consultants, contractors, and multi-disciplinary teams to deliver value-for-money outcomes.
- Proven ability to lead and influence organisational change, including embedding proactive asset management practices, improving data quality, and enhancing organisational asset maturity.
- Strong stakeholder engagement and communication skills, with the ability to collaborate effectively across internal departments, external authorities, and community groups, and to prepare high-quality reports and presentations for diverse audiences.
- Demonstrated experience contributing to long-term capital planning, including developing 1-, 2-, 5- and 10-year infrastructure investment programs aligned with organisational priorities and service outcomes.
- Mandatory qualifications and compliance, including:
  - Tertiary qualification in Engineering, Architecture, Asset Management, Infrastructure Planning or related discipline.
  - Victorian Driver Licence.
  - Ability to obtain and maintain a valid Working With Children Check (Employee).



*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.*

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