



## Position Details

<b>Position title:</b>	<b>Asset Portfolio Planner Public Space</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Property and Assets
<b>Division:</b>	Operations and Infrastructure
<b>Date Approved:</b>	July 2024
<b>Approved By:</b>	Manager Property and Assets

### Organisational Relationships:

<b>Reports To:</b>	Head of Asset Management
<b>Supervises:</b>	N/A
<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 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 within the Public Space portfolio including the Operation, maintenance, renewal and upgrade budgets.
  - Public Space portfolio includes;
    - Sports, Irrigation and Recreation
    - Parks, Street Furniture and Structures
    - Play space and Equipment



- Liaising with key internal stakeholders to ensure appropriate engagement, resourcing, support and input into programs and projects to ensure the desired outcomes are achieved.

## Key Responsibilities and Duties

- Identify and implement asset lifecycle management strategies for Council-provided assets that address the diverse range of infrastructure, social and environmental needs to meet broader organisation objectives, targeted service delivery levels, satisfaction of community expectations and deliver value for money.
- Lead the continual improvement and implementation of the organisation's 10 year Asset Management Plan for the Public Space Asset Portfolio.
- Collaborate within the Assets team and counterparts in other organisations to lead or assist development of asset management policy, procedures and technical standards that enhance maturity in enterprise asset management and decision-making.
- Undertake appropriate analysis, stakeholder engagement, planning and requirements development are completed to support budgeting, prioritisation and delivery of a short-term (1 to 3 year) renewal and upgrade program to achieve service level targets and to improve the safety and accessibility of our assets.
- Lead the Public Space working group, working collaboratively with internal stakeholders to develop and implement strategic, operational, 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:

- Act within the governance of policies, objectives and budgets to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

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 and sub-plans.
  - 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.

- Lead the Public Space working group reporting to the Project Control Group (PCG) and provide technical advice to internal and external clients in a professional and timely manner.

## Judgement and Decision Making

- Ability and confidence to make decisions based on knowledge of CoPP policies and procedures, and professional planning experience and knowledge within delegated authority.
- 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 request 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

- Ability to manage time, plan, prioritise and organise their own work in order to deliver team, department, division and organisational priorities and objectives.
- Demonstrated skills in gaining co-operation and assistance from consultants, internal stakeholders/employees to assist achievement of objectives and targets, with positive collaboration.
- Ability to prepare and lead workshops or working groups with internal and external stakeholders, to engage and collaborate on the benefits of working together.



## Interpersonal Skills

- Very Good written 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.

## Qualifications and Experience

- **Academic:** Tertiary qualifications in any of the following disciplines: engineering, urban planning, asset management/planning and/or 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 asset management and asset management information management and other technologies 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.

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## Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

## 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:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- 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

1. Sound knowledge and experience in successfully leading asset management programs with respect to Public Space assets in a dynamic and complex, infrastructure organisation with demonstrated success.
2. Sound knowledge and experience of asset management standards (eg ISO55000 and/or other Asset Management Assessment Frameworks) and in the development, use and management of enterprise Asset Management Information Systems and related systems and tools.
3. 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.
4. Strong strategic, planning, conceptual, analytical skills with the demonstrated ability to drive strategic outcomes, innovation, effectiveness and efficiency through asset management.
5. Very Strong interpersonal 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.

6. Tertiary qualifications in a relevant discipline or relevant industry experience in Asset management. Preferably formal qualifications in strategic asset management, asset planning or engineering.

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*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.*