

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Coordinator Assets

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 9
Reports to:	Manager Infrastructure Services	
Supervision of:	Asset Officer	
Significant Working Relationships:	Manager Infrastructure Services Coordinator Design and Development Superintendent Infrastructure Operations Finance Team External Auditors Contractors and Consultants	

2. Position summary

The Coordinator Assets is responsible for coordinating and maintaining Shire's asset management systems, data, and processes to support effective infrastructure planning, maintenance, and renewal.

Reporting to the Manager Infrastructure, the position provides leadership in lifecycle asset planning, data quality, valuation, and reporting across the Shire's infrastructure portfolio. The role ensures that asset management practices are aligned with the Integrated Planning and Reporting Framework, ISO 55000 principles, and the Shire's Asset Management Strategy.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Leadership and Team Coordination	<ul style="list-style-type: none">• Provide direction, support, and supervision to Asset Officers to ensure accurate data capture and maintenance.• Promote a culture of accountability, innovation, and continuous improvement in asset management practices.• Collaborate with other Coordinators and the Superintendent Infrastructure Operations to ensure asset information supports efficient asset renewal planning.
Asset Management Planning	<ul style="list-style-type: none">• Lead and coordinate the development, review and implementation of the Shire's Asset Management Plans in alignment with the Council Plan and Corporate Business Plan.• Undertake lifecycle modelling and renewal forecasting for infrastructure assets including roads, drainage, footpaths, buildings, and parks.• Lead and coordinate the planning and development of the Shire's Forward Capital Works Program (FCWP) for its effective and efficient implementation.• Assist with the review development applications as it relates to the Shire's receipt of 'gifted' assets from developers and advise the Coordinator Design and Development on the Shire's data requirements and compliance checks.• Ensure asset information informs long-term financial planning and service level decisions.
Data and Systems Management	<ul style="list-style-type: none">• Lead and coordinate the Shire's state and federal grants program and inclusive of application submission, reporting, acquittal and authority liaison. Some examples of these programs include Regional Road Group, RTR, Blackspot, and SLRIP.

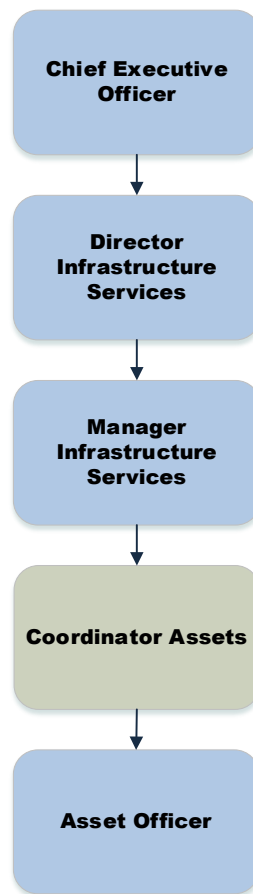
	<ul style="list-style-type: none"> • Maintain the Shire's asset management system (AssetFinda or equivalent) ensuring integrity, accuracy, and currency of all records. • Coordinate the collection and integration of condition, performance, and valuation data from internal and external sources. • Develop and maintain spatial data and mapping in collaboration with the GIS Officer. • Support continuous improvement of asset data workflows and reporting tools.
Integration and Collaboration	<ul style="list-style-type: none"> • Work closely with the Coordinator Design and Development to ensure 'as constructed' data and project documentation are captured and integrated into the asset system. • Collaborate with the Superintendent Infrastructure Operations to ensure maintenance data feeds into lifecycle planning and performance reporting. • Engage with the Finance Team to support annual revaluations, audits, and capitalisation of assets.
Reporting and Governance	<ul style="list-style-type: none"> • Prepare regular reports, dashboards, and presentations on asset performance, condition, and renewal forecasting. • Ensure compliance with asset management and accounting standards, including Australian Accounting Standards (AASB 116) and audit requirements. • Contribute to the maintenance and review of the Shire's Asset Management Framework, Policy, and Strategy.
Customer Service	<ul style="list-style-type: none"> • Foster, advocate and implement the Shire's Customer Service Charter • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information, service, or redirect the customer to the appropriate service provider.
Human resource management	<ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Review others and participate in the annual performance appraisal process. • Identify training requirements for the continued growth of the Asset Team.

Work Health and Safety	<ul style="list-style-type: none"> • Ensure asset inspection and data collection activities are undertaken safely and in accordance with the <i>Work Health and Safety Act 2020</i> and associated regulations. • Promote a proactive safety culture and ensure contractors engaged in data collection comply with safety standards.
Compliance	<ul style="list-style-type: none"> • National Police Clearance. • Current 'C' Class Driver's Licence.
Organisational	<ul style="list-style-type: none"> • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

- The position operates under the broad direction of the Director Infrastructure Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Diploma or Advanced Diploma in Civil Engineering, Asset Management, or related discipline, or equivalent experience.
2. Demonstrated experience of at least 3 years in infrastructure asset management, data coordination, or lifecycle planning.
3. Proficiency in asset management or GIS systems (such as AssetFinda, Intramaps, or equivalent).
4. Experience supervising staff or contractors in asset inspection and data collection.
5. Demonstrated experience and knowledge of condition rating, asset valuation, and infrastructure lifecycle modelling.
6. Excellent communication and collaboration skills with the ability to work across multiple teams.
7. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
8. Understanding of the *Local Government Act 1995* and the Integrated Planning and Reporting Framework.
9. Current 'C' Class Driver's Licence.

Desirable

1. Demonstrated experience with ISO 55000 Asset Management principles and auditing processes.
 2. Strong analytical and financial skills with the ability to develop renewal models and cost forecasts.
 3. Working knowledge of statutory requirements including the Local Government Act 1995, the Planning & Development Act, and other relevant legislation.
 4. Membership of the Institute of Public Works Engineering Australasia (IPWEA) or Engineers Australia.
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