

## Position description

<b>Title:</b>	<b>Coordinator Assets and GIS</b>	<b>Position Number</b>	<b>6062</b>
<b>Classification:</b>	Level 8		
<b>Hub:</b>	Corporate	<b>Program Area:</b>	Infrastructure
<b>Reports to:</b>	Executive Manager Infrastructure		
<b>Direct Reports:</b>	Senior Asset GIS Officer, Assets and GIS Officer		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

This position is required to have primary authority and accountability in leading and managing the Strategic Asset Management (SAM) functions of Council through the planning, implementation and delivery of key initiatives, programs and strategies.



## Key result areas

### Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (Customer Service, Accountability, Respect, Excellence and Solidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

### Service delivery

#### LEADERSHIP

- To oversee, coordinate, plan and deliver on the operational requirements of the Asset Management Team to ensure timely and professional delivery of services in accordance with Municipal and Business plans
- Monitor and report on the performance of all areas of responsibility against agreed plans and objectives and manage the performance of all staff and contractors involved with the section's activities, including contract administration and supervision.
- Lead by example and adhere to all legislative, governance and organisational protocols at all times.
- Development and review of business unit goals and performance measures to link community needs and organisational priorities for service delivery.
- Foster an environment which encourages and enables change, innovation and improvement to deliver on community expectations and the achievement of key organisational goals and objectives.
- Ensure Asset tasks are completed in accordance with the approved section budgets.
- Organisational wide championing in the use of GIS & AMIS systems and develop and conduct appropriate training to end users as required.



## SECTION AREA: - ASSETS AND GIS TEAM

### Systems

- Lead the implementation, delivery and oversight of the Asset Management Information System (AMIS) and the Geospatial Information System (GIS) ensuring integration and synchronisation with financial and other enterprise wide systems.
- Monitor progress of implementation programs and projects to ensure that milestones and performance targets are met, including preparation of progress reports.
- Maintain updated knowledge regarding industry standards, changes and compliance requirements to effect change as needed to ensure best practice standards are always maintained.
- Organisation wide championing and training in the use of the AMIS

### Business Unit

- Develop, review, implement and maintain Council's Asset Management Plans, Programs and Policy in accordance with ISO55000 & ISO55001 and agreed industry standards.
- Lead the review and development of Asset Management Plans and assist with Revaluation Reports
- Consult and educate internal business units and key stakeholders to identify business process improvements through utilisation of the AMIS systems.
- Coordinate Asset Inventory and Condition Inspections at the required intervals to inform Council's asset management plans.
- Prepare long-term asset modelling and forecasting reports to assist in the development of Long-Term Financial Plans and Capital Works Programs.
- Prepare regular updates on asset management status and performance, including reporting to Council's Audit and Risk Committee and Council.

### **Team support (people and capability)**

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

### **Workplace health and safety**

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.



- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

### Position prerequisites

- Relevant Bachelor's Degree qualification with graduate certificate in asset management.
- Minimum of Five (5) years' experience in an operational leadership role.
- General Construction Industry – White Card.
- Possession of a Class C Drivers licence.

APPROVED BY: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "D. J. ...", written over a horizontal line.

Date: 16/1/2024

Executive Manager Infrastructure

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

