

Position Description

Asset Engineer - Infrastructure

Position profile

Business Unit	City Infrastructure	Position number	P10109
Department	City Futures	Status	Full Time Permanent
Salary group	Grade 14	Date endorsed	8 August 2017
Reports to	Coordinator Asset Planning		

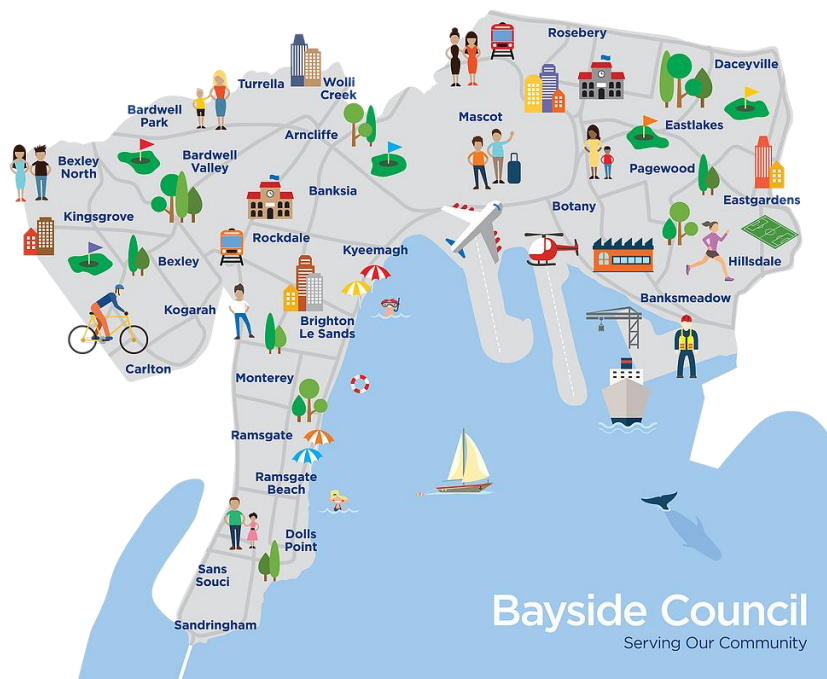
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Manage and prepare Council's infrastructure assets renewal program. Prepare asset management plans and procedures. Provide project management and support activities to fulfil the Asset Custodian role for public infrastructure.

The role is also responsible to provide advice on asset management and risk to maximise sustainable assets investment in line with industry standards and applicable legislation.

Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake and monitor a range of end-to-end project activities, including project governance, to achieve project plan outcomes and requirements within agreed scope.
- Engage with stakeholders and external providers and consultants to develop quality solutions to the agreed project scope, budgets, timelines and deliverables.
- Audit, monitor and assess asset condition to ensure applicable legislation, compliance, asset and risk management requirements are met.
- Research, analyse and prepare project feasibility and business cases to inform evidence based asset lifecycle decision making, and prepare reports and briefs to develop forward infrastructure projects.
- Provide accurate advice, analysis and reporting to Council stakeholders regarding alignment of asset proposals with asset management policy and strategic objectives.
- Research and analyse key asset data to develop asset network risk management plans and treatment options, to inform current/future asset condition, performance and utilisation works.
- Contribute to asset financial planning to inform long term asset management plans.
- Provide advice on the corporate asset system to ensure that it is fit for purpose.
- Provide expert evidence in claims and legal proceedings relating to infrastructure projects.
- Engage and manage consultants and contractors as required, and review performance to ensure service delivery requirements are met.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Developing and delivering solutions that meet community expectation and address the impacts of social and environmental factors, given the nature of the sites and complexity of the local environment.
- Maintaining an understanding of Council's role and responsibilities as the Asset Custodian and as a regulatory authority, given Council's legislative obligations.
- Distilling information from multiple sources in a user friendly and specified format to enable interpretation of data and responses to reporting requirements.

Role Dimensions

Decision Making





- The role is responsible for the delivery of initiatives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with the agreed work plan and organisational needs.
- Report and manage identified issues of legal non-compliance related to Infrastructure Assets and report it to the Coordinator Asset Planning.
- Use your technical knowledge and experience to assess and make decisions to manage Infrastructure Assets.

Essential Requirements

- Tertiary qualifications in Civil Engineering which satisfies eligibility requirements for membership/registration with Engineers Australia.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none">• Identify ways to improve systems or processes which are used by the team/unit• Perform basic research and analysis which others will use to inform project directions• Understand project goals, steps to be undertaken and expected outcomes• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans

Corporate Obligations

Budget	Contributes to the Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.
Allowance	Eligible for Civil Liability Allowance in accordance with Award provisions.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Does this position require the incumbent to have their qualifications checked	Yes
Will incumbent need to make disclosure of pecuniary interest?	No
Could there be a conflict of interest with secondary employment?	Yes