



Asset & Facilities Coordinator

Position Description

Position number: OP041



Shire of
Collie

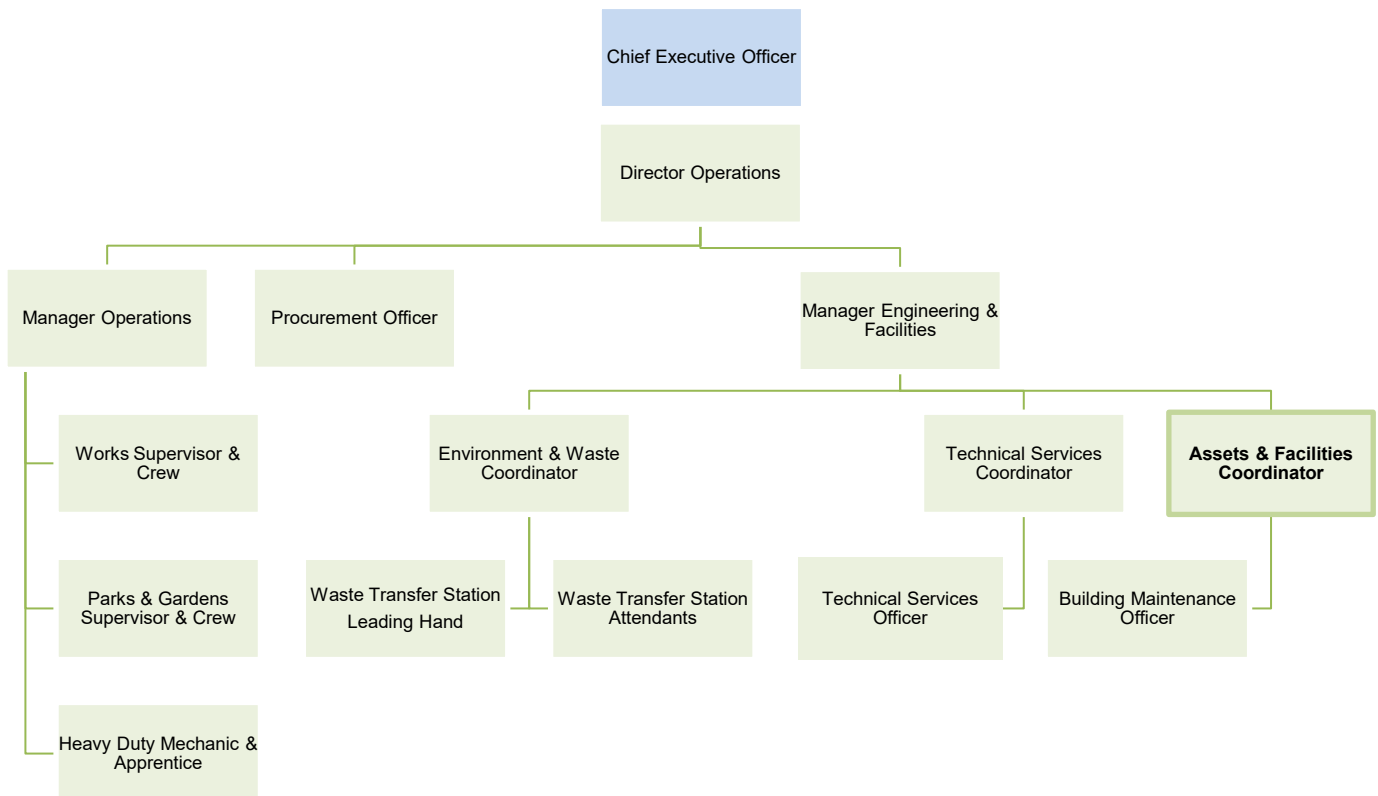
POSITION DESCRIPTION

Position	Asset & Facilities Coordinator
Department	Operations
Location	Shire Administration Building, Throssell Street, Collie
Reports to	Manager Engineering & Facilities
Supervises	1 Direct report
Hours of Work	76 hours/9-day fortnight
Level	Level 7 - Shire of Collie Industrial Agreement 2023
Position number	OP041

Position Objective

To lead and coordinate complex activities involved with the Asset & Facilities Management. Being able to manage the lifecycle of assets & facilities, for the Shire of Collie to align with the Shire's long-term financial plan and annual budgets.

Workforce Structure



Our Vision				
Collie – Nature at our doorstep, community at heart.				
Our Values				
The core values at the heart of the Council's commitment to the community are:				
Integrity	Transparency	Accountability	Collaboration	Respect
Our Commitment to Community				
We will lead the delivery of our vision We will support local business wherever possible We will consult and engage with our community on issues that affect them We will encourage, welcome and value feedback We will encourage, support and advocate for our community				
Key Duties				
<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Lead integrated Asset & Facilities planning. • Develop and implement a long-term asset management framework aligned with the Shire of Collie's Strategic Community Plan, service planning, long term financial plan and financial sustainability objectives. • Lead the Asset & Facilities works program ensuring alignment with strategic priorities and objectives. • Integrate asset planning with sound decision making. • Develop and maintain data processes to support audit compliance and data integrity. • Oversee the development and delivery of the long-term heavy fleet renewal program and effective heavy fleet management in accordance with industry and community standards. • Lead the development and maintenance of asset and facility policies and procedures. • Coordinate and monitor the annual heavy fleet capital, operating program and budget. • Be able to coordinate activities across multiple disciplines spanning infrastructure, finance, systems to manage assets & facilities, and data practices. • Be able to analyse and redesign workflows to boost efficiency, reduce costs, provide quality service to existing facilities and to extend the life of assets. • Be prepared to adopt emerging technologies and oversee the integration of advanced asset management systems. • Engage with stakeholders whilst using business partnering skills. 				
Corporate Accountabilities				
1. All employees are bound by the requirements of the <i>Local Government Act 1995</i> to act with integrity, and in a way that shows a proper concern for the public interest.				

2. Comply with Council's Code of Conduct, management directives and approved policies and procedures.
3. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
4. Maintain obligations described within the Shire's Customer Service Charter.
5. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
6. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
7. Deliver effective use of Shire resources within the level of accountability for this position.
8. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
9. Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
10. Provide an ongoing commitment to risk, emergency management and business continuity principles.
11. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.

Selection Criteria –Qualifications and Experience

Essential Criteria:

- Suitable qualifications with extensive experience in strategic and operational management of assets and facilities.
- Extensive knowledge of Local Government asset and facility management including fleet and plant management.
- Advanced written, verbal and interpersonal communication skills, including the ability to build and maintain strong stakeholder relationships.
- Excellent time management skill and ability to establish team and individual work priorities.
- Detailed knowledge and experience in managing asset and facility registers, business process modelling, data management, data modelling and databases within the Strategic Asset Management and Asset Management modules using RAMM technology.
- Experience in RAMM software or similar.
- Advanced proficiency in Microsoft 365 applications, particularly Excel, Word, and Outlook, for data analysis, reporting, and stakeholder communication.
- Have a keen eye for detail and passion for improvement.
- Hold a current unrestricted C class national driver's license.

Ongoing Performance

- Conduct work practices with a high level of confidentiality and uphold the expected values set out within the organisational Code of Conduct.
- Operate in compliance with Work Health and Safety legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices.
- Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Position Dimensions

Work Location:	Shire Administration Building, 87 Throssell Street, Collie
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence

Extent of Authority

This position operates under direction of the Director Operations within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.