

POSITION DESCRIPTION

POSITION TITLE	Asset Manager
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band D plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Asset Futures
ENGAGEMENT	Full Time Ongoing
LOCATION	Maffra or Werribee
REPORTING LINES	<p>Reports to: Team Leader - Asset Management</p> <p>Direct Reports: Nil</p>
DELEGATIONS	<p>This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water’s Instrument of Delegation and as set by:</p> <ul style="list-style-type: none"> • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Asset Manager is key to developing and implementing Southern Rural Water’s Asset Management Framework. Reporting to the Team Leader of Asset Management, the Asset Manager will create and implement Asset Management Plans (AMPs) and Asset Class Plans (ACPs), as well as processes to monitor asset performance. Using specialised engineering skills and best practise asset management, the Asset Manager will inform and optimise decision making processes, to establish annual, 5-yearly, and 25-year capital and operational budgets.

The Asset Manager will have well-developed knowledge of asset management principles and practices including condition assessment, risk assessment, maintenance practices, levels of service, asset revaluation/depreciation, forward planning, and asset management strategy. Knowledge of ISO55001 and AMAF (Asset Management Accountability Framework) requirements would be well regarded.

POSITION SPECIFIC RESPONSIBILITIES

The Asset Manager is responsible for:

- Implementation of the Strategic Asset Management Plan, including the Asset Management Improvement Plan.
- Development and implementation of plans, reports and tools for various stages of asset lifecycle management (e.g., asset management plans, asset class plans, condition assessment and asset criticality).
- Implement improved asset management processes and practices, providing specialised advice on asset management improvements; alignment with ISO 55001 and compliance with the Asset Management Accountability Framework (AMAF).
- Development of capital investment statements, option analysis and preliminary business cases to drive capital investments.
- Conducting asset condition assessments for civil, mechanical and electrical asset types.
- Implementing SRW's Asset Criticality Framework to profile asset risk across all asset portfolios. This will include identifying and documenting potential risks and developing effective control strategies to minimise these risks.
- Developing financial models for assets (e.g., renewal models, lifecycle cost models) to inform long term capital and operation planning; including the development of unit rates for assets treatment and intervention options.
- Maintaining and building the required internal and external relationships for success.
- Informing the review of governance processes, including participation on project specific steering committees, working parties, and sub-groups where required.
- Assisting with the development of standards and specifications.
- Providing technical advice for design and construction of infrastructure replacement and service enhancement projects, primarily to ensure that the whole of life of the asset is considered. Manage external consultants providing service to the Asset Futures team as required.
- Providing advice on a wide range of aspects related to headworks and irrigation infrastructure.
- Developing and/or update operational and procedural manuals relating to SRW asset management principles.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, service levels and other targets.
- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.

- Maintain complete and accurate records of all work related activities including documentation and administration as per the organisations records management policy and adherence to the organisations written style.

SCHEDULING RESPONSIBILITIES

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, in the event that a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to, SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor.
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Experience in Asset Management; water sector asset knowledge highly desirable.
- Proficient in engaging stakeholders and effectively communicating asset management concepts and performance metrics to ensure transparency and strategic alignment across the organisation.
- Capability to plan and develop water sector programs and projects, preferably with an engineering project management background.
- High quality written report and presentation skills, particularly the ability to explain complex issues in terms tailored to suit varied audiences.
- Willingness to appreciate diverse perspectives and interests.
- Very good analytical skills and ability to understand and solve complex problems.
- Sound project planning skills and the ability to identify future opportunities and risks.
- Self-motivated, organised and with excellent teamwork skills.
- Competent in the use of the Microsoft suite of products, and specialised computer software programs relevant to SRW.

QUALIFICATIONS

- Diploma or Degree qualified in Engineering.
- Membership to a professional association is highly desirable.

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.
- Proven experience in developing and implementing asset management strategies compliant with AMAF standards and regulatory requirements.

SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICIES

All SRW staff are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpssc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	November 2024
APPROVED BY	General Manager Asset Futures