

MANAGER, ASSETS & PROJECTS

POSITION & PERSON DESCRIPTION

April 2025



POSITION DETAILS

DEPARTMENT:	Infrastructure & Major Projects
UNIT:	Assets & Projects
SECTION:	-
ORGANISATIONAL RELATIONSHIP:	The position reports to the General Manager, Infrastructure & Major Projects and is expected to work in collaboration with other staff from across the organisation to deliver the requires outcomes.
DIRECT REPORTS:	Currently six (6) staff members, comprising of four (4) Project Managers, one (1) Project Officer and one (1) Assets Manager.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	Senior Officer Level 7
SPECIAL CONDITIONS:	Out of hours work and attendance at Council and committee meetings, as required.

POSITION OVERVIEW

The Manager, Assets & Projects provides leadership and management of the Assets & Projects Unit, within the Infrastructure & Major Projects Department.

The Assets & Projects Unit is responsible for managing the delivery of new capital works projects and the renewal of existing assets to ensure the provision of high-quality buildings and infrastructure. The Manager, Assets & Projects is responsible for the management of staff assigned as direct reports with a focus on safety, accountability, innovation, efficiency, effectiveness and service.

POSITION OBJECTIVES

- Manage staff within the Assets & Projects Unit to deliver high-quality projects and asset maintenance that meets and aligns with the organisation's strategic objectives with a focus on efficiency, effectiveness, safety and innovation.
- Foster a positive culture of continuous improvement.

KEY RESPONSIBILITIES

- Lead and manage the Assets & Projects Unit to work effectively and efficiently to deliver high quality recreation, open space and civil infrastructure in accordance with the organisational goals and standards.
- Develop, implement and review project management frameworks, plans and practices to ensure the delivery of high-quality capital works.
- Develop systems for the continual review, updating and improvement of asset management plans and practices.
- Build a positive, collaborative and high performing culture including the promotion and embedding of the Organisational Values.
- Prepare training and development plans for the Unit with a focus on current and future needs.
- Create and foster a culture of continuous improvement, innovation and learning, to deliver improved project performance including budget, timing and operational suitability.
- Oversee contract management, ensuring compliance, “value for money” at all times and high-quality service delivery.
- Provide expert technical advice to stakeholders regarding project management, design and delivery and contribute to the development of master plans, strategies and strategic projects.
- Establish, maintain, and review systems, policies and procedures to ensure that the Assets & Projects functions are carried out in accordance with legislative requirements, industry standards and Council expectations.
- Manage budgets and financial performance, including identification of opportunities for improvement and ensure alignment with the Councils financial plans, budgets and expected outcomes.
- Clearly communicate performance and behaviour expectations, monitor and manage staff performance and developing individual and team capability, in accordance with the organisation’s policies and procedures.
- Provide reports, as required, to the Council and its Committees relating to the areas of responsibility.
- Engage positively and professionally with Elected Members, staff, citizens and external stakeholders.
- All policies, procedures and systems for risk identification, assessment, control, injury management, and WHS, are developed, maintained and reviewed and ensure that these are understood and upheld by relevant stakeholders.
- All policies and procedures adopted by the Council are complied with.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualification in Civil Engineering, Landscape Architecture, Project Management or similar discipline.
- Significant demonstrated experience in civil engineering, landscape architecture, project management and/or asset, management in the private sector, local government and/or State Government.

MANAGER, ASSETS & PROJECTS

POSITION & PERSON DESCRIPTION

April 2025

- Previous experience leading and managing staff in the areas of budget management, safety, culture, innovation, customer service, project management and operational excellence.
- Excellent project and contract management skills, including well-developed abilities to:
 - manage time, set priorities, plan and work without supervision to achieve outcomes and meet deadlines;
 - develop and interpret designs, specifications, reports, contracts;
 - develop and manage budgets and programs;
 - procure and manage the performance of consultants and contractors; and
 - identify and manage risks.
- Well-developed interpersonal and communication skills including the capacity to negotiate and communicate on behalf of the organisation with all stakeholders.
- Excellent ability to manage time and set priorities and monitor performance across a range of multi-disciplinary functions.
- Well-developed analytical and problem-solving skills supporting the ability to make sound decisions and provide clear direction.
- Skilled in budget management to drive financial accountability and performance.
- Excellent time management and prioritising skills to meet deadlines and achieve great outcomes.
- Excellent numeracy, language and literacy skills.
- Comprehensive understanding of the principles of asset management.
- Comprehensive knowledge of the project lifecycle and project management theory, principles, methods, tools and resources.
- Comprehensive knowledge of procurement and contract management.
- Excellent knowledge and ability to interpret and apply Australian Standards, legislation, regulations, guidelines and codes of practice relevant to the functions and responsibilities of the Unit.
- A commitment to providing high quality services, outcomes and best practice.
- Enjoys contributing to and building a positive culture.
- Demonstrates initiative and drives innovation and improvements in work practices.
- Strong work ethic and trustworthy.
- A commitment to upholding the requirements of relevant legislation, policies, procedures and the organisational Values.
- Values serving the community and delivering great outcomes.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- *Department of Human Services (DHS) Working With Children Clearance.*
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Current Drivers Licence.
- Completion of training & attainment of skills applicable to Award Classification.

MANAGER, ASSETS & PROJECTS
POSITION & PERSON DESCRIPTION
April 2025

- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.
- Out of hours work and attendance at Council meetings, as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- In addition to your obligations listed above, as a Manager you are responsible for, and will be held accountable for, fostering a positive safety culture and developing a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
 - ensuring that all workers (staff, contractors and visitors) who are required to enter an area under your control receive safety induction prior to commencing work;
 - providing advice, instruction and training all staff so that they can perform their role safely;
 - implementing, measuring, monitoring and reviewing WHS plan activities within your area of responsibility;
 - ensuring adherence to WHS policies and procedures through the provision of adequate supervision;
 - identifying, assessing and controlling hazards and WHS risks; and
 - coordinating, and participating in, local WHS consultation processes;
 - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
 - maintaining awareness of safety issues within your area of control;

MANAGER, ASSETS & PROJECTS
POSITION & PERSON DESCRIPTION
April 2025

- regularly viewing working procedures and practices within your area of responsibility;
- ensuring the issue, correct use and maintenance of personal protective equipment;
- assisting in the rehabilitation of employees who are, or have been absent from work due to injury or illness, by working in conjunction with the LGAWCS Rehabilitation Counsellor;
- responding promptly to hazards which may affect the health, safety or welfare of workers;
- responding immediately on receiving notification of a work related injury or illness, or the occurrence of a dangerous or hazardous situation;
- respond to changes in the workplace, where those changes may affect the health, safety or welfare of workers;
- ensuring safe access and egress to and from the workplace;
- recognising positive safety behaviour amongst your workers; and
- providing and collating data related to local WHS performance as required.
- promoting injury management awareness by setting a good example; and
- responding to changes injury management practices, policies and procedures that are to be followed in the workplace;

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent
MANAGER, ASSETS & PROJECTS

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.