

Position Description

COORDINATOR ASSET PROTECTION

Reports to:	Unit Manager Asset Protection		
Classification:	Band 6	Employment type:	Full time
Employment basis:	Permanent	FTE (if part time):	
End date / tenure:	N/A		
RDO eligibility:	Monthly		
Probity checks required:	Police check	COVID-19 Vaccine	
Special conditions:			
Right to Work	Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
HR ref #:	New	Position code:	

To achieve our purpose of making lives better, we:



Document Control

	Name	Title	Date
Prepared by:	Jim Karabinis	Manager Assets and Facilities	30/03/2023
Approved by:	Jim Karabinis	Manager Assets and Facilities	17/07/2023
Reviewed by (HR):	Michelle Montagnese	P&C Business Partner	6/04/2023

About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play a pivotal role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing high quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our community with value-for-money, quality services that are relevant and meet our community needs. Our vision is to make Whittlesea 2040: A Place For All.

We offer meaningful and challenging work in an environment of continuous change and improvement. At the City of Whittlesea, our behaviours and actions are guided by our organisational values. By consistently living and promoting our values, we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community. The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality.

To learn more, please visit our website at whittlesea.vic.gov.au.

Position purpose

The Assets and Facilities Department exists to support and add value to the community through effectively, sustainably, and efficiently managing Council's infrastructure and portable assets by minimising risk and maximising performance. This is achieved by providing geospatial services, asset management, asset protection, and facilities management.

The Coordinator will undertake the operational management and protection of all Council-owned public assets to ensure they are maintained and preserved in accordance with the;

- Community's and Council's expectations and needs
- All corporate and legislative requirements

To coordinate the management and operations of the Asset Protection team in an efficient and cost-effective manner to meet Council's legislative obligations in accordance with the adopted Asset Plan, this includes;

- Single and multi-unit developments
- Residential developments
- Commercial developments
- Works in Road Reserve
- Nature Strips
- Utility Works
- Permits and Fees
- Inspections, Compliance and Enforcement
- And all other assets as determined by Council

In collaboration with the MEMO, undertake a leadership and coordination role for the preparedness, response and recovery of a Municipal Emergency including but-not-limited to pandemic and other emergencies.

Team Structure

Number of direct reports:	3
Positions reporting directly to this position:	<ul style="list-style-type: none">• X2 Asset Protection Officers• X3 Infrastructure Protection Officer

Key relationships & interactions

Internal	External
<ul style="list-style-type: none">• Directors	<ul style="list-style-type: none">• Developers

- Managers/Unit Managers/Supervisors
- Infrastructure and Environment Directorate Staff
Corporate Services Directorate Staff

- Consultants and advisors
- Contractors and suppliers
- Community and public
- Service Authorities
- Officers in Government and Statutory authorities

Key accountabilities

1. In accordance with the Asset Protection Strategy, develop and implement operating protocols for each public asset class ensuring a high level of responsiveness and efficiencies in delivering service outputs and outcomes
2. Develop annual operating plans for each staff member to ensure efficiencies, responsiveness, and service outcomes
3. Monitor, review, and report on the performance of the Asset Protection team
4. Ensure compliance with corporate and legislative reporting including but not limited to health and safety, risk, financial, project management, and business case proposals
5. Monitor and administer annual budgets (e.g. Opex and Capex budgets)
6. Ensure compliance, infringements, and prosecutions are administered in accordance with corporate and legislative requirements
7. Represent Council as required with external stakeholders, regulatory bodies, developers and builders, etc.
8. Provide leadership to the Asset Protection team in a manner that reflects the values of the Council and which promotes staff participation, productivity, and efficiency
9. Provide coaching, mentoring, training, and advice to staff and internal stakeholders on all matters relating to Asset Protection
10. Read, understand, comply with, and uphold the City of Whittlesea values and the Code of Conduct, which are subject to change from time to time.
11. Read, understand, comply with, and uphold all relevant policies, procedures, regulations, and guidelines, which are subject to change from time to time.
12. Other duties as required and/or directed.

Selection criteria

Qualifications and / or licences

1.	Tertiary qualification in Construction, Municipal Works, Building or relevant discipline, or an equivalent level of relevant experience and/or study in Local Government or compliance related field, or Proven experience in the enforcement or compliance related fields with a minimal qualification of Certificate IV in Government Compliance or equivalent qualification,	Essential
2.	Valid White Card OH&S industry induction	Essential
3.	Valid Victorian traffic control and traffic management certification	Essential
4.	Current drivers licence	Essential

Experience and knowledge

5.	A proven leadership style focuses on recognising and nurturing the strengths of each team member and working with them to improve their collective outcomes.	Essential
6.	Proactive management approach, solution-focused, acting with the highest of integrity and upholding transparent and accurate accountability.	Essential
7.	Experience and skills in the principles and legislative requirements relating to the collection and administration of enforcement evidence.	Essential
8.	Demonstrated experience in a relevant or similar field of construction, civil works, or Local Laws or in an organisation providing services to the general public and service authorities.	Essential
9.	Knowledge of general civil construction (crossover/footpath/curb) techniques, local laws, methods and procedures.	Essential
10.	An ability to read and interpret construction plans (crossover/footpath/curb), traffic plans, documentation and specifications.	Essential
11.	Proven experience in undertaking investigations and conducting enforcement activities.	Essential

Core capabilities

12.	INNOVATE Encourage and suggest new ideas and show commitment to improving services and ways of working.	Adept
13.	THINK & SOLVE PROBLEMS Think, analyse and consider the broader context to develop practical solutions.	Intermediate
14.	DELIVER RESULTS Achieve results through efficient use of resources and delivery on agreed business outcomes.	Adept
15.	COMMUNICATE AND ENGAGE Communicate clearly and respectfully, listen, and encourage input from others.	Intermediate
16.	COMMUNITY & CUSTOMER FOCUS Commit to delivering customer and community focused services in line with strategic objectives.	Intermediate
17.	TECHNOLOGY & INFORMATION Utilise technology and information to maximise efficiency and effectiveness.	Intermediate

Other skills and personal attributes

18.	Continual improvement philosophy and a flexible approach to achieve goals within a customer-focused environment with changing priorities	Essential
19.	Ability to plan and prioritise work plans with competing priorities	Essential
20.	Ability to work independently with minimal supervision	Essential
21.	Training and facilitation skills to educate, develop and assist other staff	Essential

Additional classification information

Accountability and Extent of Authority

- Works under general supervision.
- Work is governed by a combination of clear objectives, budgets, regulations and policies, and is subject to regular reporting mechanisms.
- The effects of decisions, actions and quality of output may be significant, but are generally localised / contained, and subject to appeal or review by more senior employees.
- Responsible for ensuring appropriate on-the-job training for the team.
- Responsible for supervising resources, including other employees.

Judgment and Decision Making

- Objectives of the work are usually well defined.
- Methods, procedures and processes to complete the work are generally developed from theory or precedent.
- Work may involve improving and / or developing methods and techniques for completing work and solving problems, generally based on previous experience. Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

Specialist Knowledge and Skills

- Refer to Selection Criteria

Management Skills

- Requires skills in managing time, setting priorities and planning and organising one's own work, and that of other employees.
- Must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.
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Interpersonal Skills

- Requires effective oral communication skills.
- Requires written communication skills.
- Required to interact effectively with clients, other employees and members of the public, including in the resolution of minor problems.
- Must be able to liaise effectively with counterparts in other organisations to discuss specialist matters, and with other employees in other functions to resolve intra-organisational problems.
- Must be able to motivate and develop employees.

Qualifications and Experience

- Tertiary qualification in Construction, Municipal Works, Building or relevant discipline, or an equivalent level of relevant experience and / or study in Enforcement or Compliance in a Local Government or compliance related field
- Valid White Card OH&S industry induction
- Motor vehicle licence required

Physical elements and requirements

Please refer to the provided Job Task Analysis document for detailed information about the physical elements and requirements of this position.

Work environment

Indoor	Frequently (46-100%)	Outdoor	Rarely (0-15%)
High temperatures	Rarely (0-15%)	Low temperatures	Rarely (0-15%)
Loud noises	Rarely (0-15%)	Fumes	Rarely (0-15%)
Working with animals / wildlife		Rarely (0-15%)	

Physical demands

Standing	Rarely (0-15%)	Working at heights	Rarely (0-15%)	Repetitive hand work	Occasionally (16-45%)
Sitting	Frequently (46-100%)	Walking	Rarely (0-15%)	Heavy lifting(>15kg)	Rarely (0-15%)
Driving	Rarely (0-15%)	Bending	Rarely (0-15%)		

Use of Office Equipment

Telephone	Occasionally (16-45%)	Printer / photocopier	Rarely (0-15%)
Lap top / Desktop	Frequently (46-100%)	Telephone headset	Occasionally (16-45%)

Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (“the Act”) to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.

I have read and understood this position description and declare that I am fit and able to perform the inherent requirements of the position outlined within.

Name:

Signature:

Date: