



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**



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POSITION TITLE	Program Leader – Assets and Investment	CLASSIFICATION	Level Six (6) to Seven (7)
DIRECTORATE	Water & Waste	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A
DEPARTMENT	Business Services	REPORTS TO	Manager Business Services
POSITION NO.	TBC	LAST REVIEW DATE	June 2024

ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

A. DEPARTMENT SUMMARY:

The Business Services Department ensures an integrated approach to internal organisational services across Isaac Regional Council. The Business Services Department is responsible for the following primary functions:

- Coordinate the maintenance and retention of certification for the W&W Integrated Management System.
- Coordinate legislative and regulatory compliance activities for the W&W Directorate.
- Collect and analyse legislative and operational data for the W&W Directorate.
- Manage existing and future asset data for the W&W Directorate.
- Develop and maintain various policies, procedures, guidelines, templates and forms.
- Coordinate meter reading for the distribution of water rates notices.
- Provide exceptional customer service to Isaac residents in all areas of water, wastewater and waste.
- Provide administrative, procurement and financial advice and support to the entire W&W Directorate.

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B. POSITION SUMMARY:

Reporting to the Manager Business Services, the Program Leader – Assets and Investment position is responsible for supporting the W&W directorate to manage existing and future assets and make informed decisions regarding future investment and planning. The asset classes include water, wastewater, recycled water and waste.

C. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Responsible for the development of the strategic asset documents required for the Directorate. These include but not limited to W&W Strategic Asset Management Plan and the W&W Asset Framework.
2. Responsible along with operational managers for the development and ongoing maintenance of Asset Management Plans (Water Network, Water Treatment, Sewer Network, Sewer Treatment, Recycled Effluent and Waste) to ensure asset management is capable of successfully meeting future needs of the Isaac region.
3. Ensure asset management records are maintained with accurate information relating to W&W assets, including conducting and managing programs to improve such information and ensuring changes are communicated as appropriate (i.e. to manage insurance schedules).
4. Provide asset management data to inform the development of asset maintenance programs and develop strategies to ensure operational staff are trained in collecting data.
5. Support regular asset condition assessments through the provision of technical advice, risk assessments and data processing services to ensure the outputs of condition assessments are relevant and accurate and integrated into the asset management system in a timely manner.
6. Plan, document and deliver assigned projects, plans and other strategic documents as they relate to W&W assets and future investment including input into the development of capital works projects and programs.
7. Assist the directorate with asset capitalisation and ensuring all new, maintenance and disposal asset data is captured and updated.
8. Assist in the development of standardised defect and condition auditing procedures and the implementation of defined maintenance standards for all asset groups.
9. Contribute procedures and data capture activities to support a consistent approach to asset management, including ongoing condition and defect inspections and updates to asset management plans.
10. Collaborate with Council staff and coordinate asset revaluation, capitalisation, disposal and movements.
11. Assist in the development of the 10-year, 30-year and annual capital programs.
12. Provide specialist asset management advice and training to the W&W Directorate.
13. Work collaboratively across departments and directorates to ensure effective asset management systems are developed.
14. Monitor and review the effectiveness of asset investments and identify process improvements.
15. Ensure compliance with the Integrated Management System (IMS) to Safety, Environmental and Quality Standards and assist the W&W Directorate to continuously improve their processes.
16. Foster and build a positive and professional work culture within the Water & Waste Directorate, utilising strong interpersonal skills, promoting honest and ethical behaviour and demonstrating IRC organisational values.

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17. Undertake research to identify areas of risk and provide high quality reports outlining appropriate strategies and initiatives.
18. Undertake any other duties as reasonably directed within the limits of the employee's skills and competence.

D. KEY COMPETENCIES:

Knowledge and skills

1. Demonstrated working knowledge of the statutory requirements around Council's asset reporting, management and maintenance obligations and the ability to implement these requirements with limited supervision;
2. Ability to exercise a high level of judgement to identify problems and recommend appropriate solutions, using existing policies and procedures, whilst exercising confidentiality and appropriate political astuteness;
3. Superior interpersonal and communication skills with the ability to communicate at all levels with a variety of stakeholders to achieve quality outcomes;
4. Demonstrated skills in the use and application of computerised techniques in project and asset information management;
5. Demonstrated working knowledge of asset-related finance concepts – depreciation, revaluation, etc.;
6. Advanced level in Microsoft Office suite, particularly Excel;
7. Capability to plan effectively, prioritise and deliver in a timely and efficient manner;
8. Demonstrated high level problem solving, data analysis, negotiation and conflict resolution skills;
9. Thorough knowledge of water supply, sewerage and recycled water reticulation systems, preferred.

Experience

1. Demonstrated experience in asset management, including practical experience of asset management practices and associated applications and terminology;
2. Demonstrated experience in the development of capital works programs, project budgets, project financial management and procurement and contract administration;
3. Knowledge and experience in the use and application of computerised techniques for project and asset information management;
4. Demonstrated experience to be capable of providing support in the analysis of asset management system data and the development of appropriate intervention strategies to improve performance and to address issues and problems;
5. Ability to manage data in a variety of formats;
6. Experience working in multi-disciplinary teams to achieve common objectives;
7. Experience working in a Local Government environment, including working knowledge of Local Government corporate management systems and Local Government Act, preferred.

Qualifications

1. Tertiary qualifications relevant to asset management and/or water or waste operations;
2. Construction White/Blue card;
3. The role requires the possession of a current C Class Open Australian Drivers Licence.

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F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|--|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|--------------------------|-------------------------------------|
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions:

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- Plant operation with maximum seat rating of 120kgs

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a high degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.



H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Other authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

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Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		