

# Role Charter

| POSITION:      | SENIOR ASSET STRATEGY ENGINEER        |
|----------------|---------------------------------------|
| Reports to:    | Operations Manager Asset Management   |
| Accountable to | Manager Assets Strategy & Engineering |
| Group:         | City Services                         |
| Date revised:  | May 2025                              |

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To oversee the day-to-day work functioning of the Asset Engineering Team and to work in partnership with others to achieve annual goals, programs and projects of the department.

To provide technical and regulatory input into the asset management framework, including service asset management plans incorporating life-cycle management, long-term value and targeted levels of service to the community.

To collaborate with community facing service provider teams across MCC to understand status, performance, future needs and maintenance requirements of the Assets to maintain service levels and expected Asset condition.

## Leadership

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

Committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles.
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience.
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes.
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential.
- Be an active and visible presence across the organisation.

## **Management**

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

### **Manage people**

- Supervise, support and coach staff in undertaking the work and projects of the team.
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing.
- Contribute to a positive employment relationship.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Demonstrate effective communication, problem solving and interpersonal skills.

### **Manage operations**

- Support the Manager and the team in the effective delivery of Council's services.
- Oversee and implement actions or tasks as identified in the Delivery Program and Operational Plan.
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes.
- Inform and participate in annual planning and reporting processes for the section.
- Implement procedures and other tools that support implementation of adopted strategies and policies.
- Provide timely and accurate information to the Manager.
- Administer and comply with the organisations policies and procedures.
- Administer and undertake training and development.

### **Manage relationships**

- Act as the primary link between the Manager and the staff of the team.
- Participate in nominated cross organisational teams.
- Establish and maintain productive relationships.

## **Manage performance**

- Have input into business plans for the section for integration with Council's Strategic Planning.
- Monitor and report on team performance.
- Identify employee development and performance improvement within Council's workforce development framework.
- Focus on the continuous improvement.

## **Core Accountabilities**

1. Develop and implement Council's Delivery Program (CAPEX) including the coordination of project investigation and scoping documents.
2. Lead Council's Assets Engineer/s to provide quality asset management services to internal and external stakeholders.
3. Manage Council Assets including Council's Pavement Management system and associated support activities including ensuring data collection progression, monitoring and reporting.
4. Implement and provide technical input into Asset Management Plans to inform the whole-of-life cycle management for Council's various assets.
5. Undertake estimates of asset replacement costs, depreciated current values and generally provide Asset related information as required in collaboration with relevant internal stakeholders.
6. Maintain clear visibility of scheduling for capital works for incorporation into Council's budget and forward estimates.
7. Regularly review work practices, procedures and programs with a view to identifying and implementing improvements to achieve greater efficiency and cost effectiveness.
8. Contribute to the annual review of asset revaluations and review of service levels.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

## **Essential Criteria**

1. Degree qualification in Civil Engineering or related discipline or an equivalent combination of contemporary industry experience and education/training.
2. Demonstrated contemporary experience working with services including civil infrastructure, asset management and planning, risk management, consultant and contractor management for complex projects preferably within a local government environment.
3. Demonstrated experience and ability to supervise, coach and support staff in their day-to-day activities.
4. Demonstrated interpersonal skills including negotiation and problem solving.

5. Proven ability to analyse information and produce meaningful reports for sound decision-making.
6. Current Class C Driver's Licence.

### **Desirable Criteria**

1. Cert IV in Leadership & Management or equivalent.
2. SafeWork NSW General Construction Induction 'White Card'.
3. Post Graduate qualification in Asset Management or related discipline.
4. Registered Professional Engineer or Chartered Professional Engineer status.
5. Working knowledge of the development approval processes, EP&A Act, Building Code of Australia & heritage conservation issues.
6. Extensive experience in the use of financial, asset management, GIS and work management systems in addition to the Microsoft Office suite.

Date:

Agreed:

---

**Employee Name**

---

**Employee signature**