

Job Description Form

1. Position Details

Position Title Project Manager – Enterprise Asset Management System			Position Number RIA 3128914
Level/Grade 6 or 7	Specified Calling Level	Agreement PSGOCSAGA 2017	Effective Date 16 September 2019
Division Infrastructure		Branch	
Section		Location Fremantle (commuting to Rottneest Island as required)	

2. Reporting Relationships

Position Title Executive Director	Level/Grade Class 2	
↑		
Responsible to		
Position Title Director Infrastructure	Level/Grade Level 8	←
↑		
Responsible to		
This position		
↑		
Officers under <i>direct</i> responsibility		
Position Title Subject to project requirements	Level/Grade TBD	Approx. no. FTEs supervised TBD

Other offices reporting directly to this office

Position title	Level
Manager – Electrical and Fuel Infrastructure	6 or 7
Manager – Water and Gas Infrastructure	6 or 7
Manager – Maritime Infrastructure	6 or 7
Manager – Transport & Open Space Infrastructure	6 or 7
Manager – Buildings	6 or 7

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

The Rottneest Island Authority is developing the Enterprise Asset Management System (EAMS) for its portfolio of fixtures, fittings, plant, equipment and built assets, including open space structures, buildings, roads, maritime structures, aerodrome, railway, drinking water production (desalination) and distribution, waste water reticulation and treatment, electricity generation (diesel + renewables) and HV/LV infrastructure, fuel storage and dispensing, gas storage and distribution.

This role is responsible and accountable for the initiation, planning, development, procurement, execution and closure of **Project EAMS**, whose ultimate objective is the implementation of a comprehensive EAMS at optimal value for money.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

Strategic Management

1. Contribute to the strategic direction throughout the initiation, planning, development, procurement, execution and closure of Project EAMS in line with the Rottneest Island Authority's strategy, objectives and operational requirements.
2. Prepare or contribute to the preparation of detailed board papers and/or business cases.

Operational Management

3. Develop the framework of the EAMS in line with ISO 55000 suite of standards and IPWEA's asset management publications.
4. Embed asset H&S aspects and risk assessment methodologies in the EAMS.
5. Develop operational work plans aligned with the strategic planning for the EAMS.
6. Prepare budgets, monitor and report on financial performance, authorise expenditure and payment within the limit of the delegated authority.
7. Review the existing asset records and collate | contribute to the collation | manage the collation of new asset records.
8. Prepare | contribute to the preparation | manage the preparation of comprehensive Strategic Asset Management Plans and Preventative Maintenance Plans in conjunction with internal and external subject matter experts, including the Island's Facilities Manager.
9. Develop the specifications and tender documentation for the procurement of a proprietary Computerised Maintenance Management System (CMMS) to best:
 - fit within the ICT infrastructure
 - implement the adopted framework of the EAMS
 - interact with the Strategic Asset Management Plans and Preventative Maintenance Plans
 - interface with the finance system and online booking system.
10. Manage the implementation of the proprietary CMMS and the upload and validation of the asset records.
11. Undertake other duties as directed.

Project Management

12. Manage the initiation, planning, development, procurement, execution and closure of the EAMS.
13. Manage the whole of project life cycle, including
 - preparation of Budgets, Schedules and Project Management Plan
 - monitoring and regular reporting on performance against baseline
 - recommendations on procurement options and tender formulation
 - preparation of brief and request for quote for the engagement of consultants
 - management of the interdepartmental engagement process
 - preparation of the scope of services/supply and contract formation
 - response to tenderers' queries and evaluation of tender submissions including recommendations
 - coordination and oversight of the execution of data transfer/records upload
 - contract management and administration
 - management of commissioning and defects liability period

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

1. Substantial (Level 6) or extensive (Level 7) proven experience in the initiation, planning, development, procurement, execution and closure of an EAMS.
2. Substantial (Level 6) or extensive (Level 7) working knowledge of one or more proprietary CMMS.
3. Well developed (Level 6) or highly developed (Level 7) communication and interpersonal skills, including the ability to develop and maintain productive relationships with internal and external stakeholders and prepare reports to the Board, technical and procurement documents.
4. Well developed analytical, problem solving and risk management skills.
5. Proven ability to engage and cooperate with all relevant internal and external stakeholders for collaborative and coordinated outcomes.
6. Proactive team player with adaptability and flexibility to manage a substantial workload and competing priorities.
7. Working knowledge of Microsoft Office suite including Excel, PowerPoint and Project.
8. Understanding of and commitment to occupational, health and safety, and equity and diversity principles and practices.
9. A tertiary qualification in a field relevant to asset management systems (*desirable*).

Commitment to Our Values

INTEGRITY: unconditional respect for people, culture and place

TEAMWORK: dedication to collaboration and sharing

QUALITY: commitment to continuous improvement

ACCOUNTABILITY: personal responsibility

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: