

JOB ROLE STATEMENT**ASSET MAINTENANCE SYSTEMS MANAGER
LEVEL 6**

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH NETWORK MANAGEMENT

POSITION NO P0062960

KEY RESPONSIBILITIES

Manage the development and assessment of maintenance systems that support the Road Asset Maintenance Management Function. Perform specialist analysis of system generated data.

KEY DELIVERIES**Systems Management**

- Identify, initiate, develop and implement improvements to asset maintenance management systems including user acceptance testing (e.g. Maintenance Management Information System (MMIS)), Works Program Management System (WPMS) and Ten Year Network Delivery Plan (TYNDP).
- Audit maintenance management systems to identify improvements, opportunities and track system performance.
- Manage the Management Review processes to assist continual improvement of maintenance management systems.
- Manage the development, maintenance and improvement of processes and procedures to meet stakeholder requests for asset maintenance and planning information.
- Monitor and advise on asset maintenance trends to highlight emerging issues.

Systems Training and Support

- Manage and provide specialist training in the use of asset maintenance management information systems (e.g. MMIS, WPMS, TYNDP) for all Regions.
- Manage and provide specialist advice on the use asset maintenance systems and maintenance management plans for all Regions.
- Manage the central database of Regional asset management data e.g. the Ten Year Plan, annual works plans.
- Review regional maintenance practices and provide specialist advice.

Road Asset Data Collection, Analysis and Evaluation

- Develop and arrange the collection of data from multiple sources to report on road asset performance for road assets.
- Perform specialist data analysis of datasets including manipulation and analysis of road condition data using statistical software.
- Provide specialist advice and support to the Asset Maintenance Manager on research, data collection, data analysis and related issues.
- Facilitate TYNDP bids and review.
- Develop report dashboards and liaise with regions for populating reports.
- Prepare reports and provide specialist advice and support to the Term Contracts Manager in regard to progress, cost effectiveness and efficiency of maintenance delivery.
- Co-ordinate and review projects for asset maintenance and planning research and evaluation.

Leadership and Management

- Contribute to asset maintenance priority setting and planning of programs and projects for developing and maintaining the road network.
- Contribute to formulation of Branch and Directorate asset maintenance policy and strategy
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development, where required

Stakeholder Relationships

- Build and enhance collaborative working relationships with Senior Managers in Main Roads and other government and non-government agencies on matters of research and data for planning, development, implementation and evaluation of regional road network maintenance programs.
- Collaborate with Information Management Branch in the development and implementation of enhancements to asset maintenance management systems.
- Liaise with data Custodians and customers on the capturing, interpretation and provision of data and road maintenance information.
- Represent the Branch on external committees, task forces, and working parties.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) **TITLE AND LEVEL**
ASSET MAINTENANCE MANAGER

LEVEL 7

POSITION NO
P0062928

ASSET MAINTENANCE SYSTEMS MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
 - technical data and information storage systems and management
 - road maintenance and road condition data collection, analysis and evaluation using software such as: Dynamics 365, EXCEL and Power BI etc
 - design, development and implementation of statistical analysis
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (Car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:

- A Degree in Engineering or Business Information Systems.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE 20/10/2021

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE 21/10/2021

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR SERVICES

DATE 21/10/21