

POSITION DETAILS

Position title

Principal Asset Manager

Position number

14454

Classification level

Level 7

Award/Agreement

Public Service Award 1992 /
Public Service and Government Officers
General Agreement 2017

Division/Directorate

Infrastructure

Branch/Section

Culture and the Arts Infrastructure

Physical location

Perth CBD

Effective date

1/04/2019

Employment type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

10828 – Director, Culture and the Arts
Infrastructure – Level 8

Positions reporting to this position

Senior Project Manager, Level 6 (X2)
Senior Project Manager – Contracts, Level 6
Facilities Co-ordinator, Level 5 (X2)
Project Officer – Contracts, Level 4
Project Officer, Level 3
Maintenance Officer, Level 2 (X2)

PURPOSE OF THE POSITION

Provides strategic leadership and management to the asset management team to ensure planned outcomes are achieved; initiates and develops Culture and the Arts Infrastructure's centralised asset management plan, framework and associated tools; leads implementation to ensure Culture and the Arts Infrastructure achieves its strategic and operational business objectives and statutory obligations.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

**Enlivened and successful
communities and economy**

VISION

**To facilitate lively communities and
economy and the offering of outstanding
and inclusive sporting and cultural
experiences**

VALUES

**Vision
Excellence
Diversity
Leadership
Integrity**

Departmental objectives

- To partner with local government to deliver good governance to community.
- To promote participation and achievement in sport and recreation, and culture and the arts.
- To support and grow the cultural industries.
- To promote the benefits of cultural diversity and social inclusion.
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries.
- To celebrate Aboriginal culture and preserve history and traditions.

Departmental approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Initiates and develops the Culture and the Arts Infrastructure's centralised asset management plan, framework and associated tools; leads implementation to ensure Culture and the Arts Infrastructure achieves its strategic and operational business objectives and statutory obligations.
2. Contributes to the formulation, implementation and evaluation of strategic and operational plans and the Strategic Asset Plan, ensuring all building assets meet legislative and regulatory requirements.
3. Leads and develops staff in accordance with departmental policies and compliance obligations
4. Establishes and maintains internal and external stakeholder relationships; manages the asset management interface between the DLGSC, portfolio agencies (including the Art Gallery of Western Australia, Perth Theatre Trust, State Library Western Australia and Western Australian Museum), Department of Finance (BMW), maintenance service arranger and Executive leadership team.
5. Initiates and leads negotiation between the Culture and the Arts Infrastructure and other Divisions to develop and establish asset management service level agreements; manages the operation of the agreements ensuring key performance indicators are achieved.
6. Provides expert advice and liaises with the DLGSC Finance team regarding budget requirements for the Portfolio's asset maintenance programs.
7. Accountable for the financial management of the asset maintenance budget and expenditure.
8. Identifies and manages asset management related risks for the Corporate Risk Management Plan.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential pre-employment requirements: e.g. qualifications, licences

Criminal history record check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

1. Shapes and manages strategy

- Understands the organisation's objectives and aligns operational activities accordingly.
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.

2. Achieves results

- Values specialist expertise and capitalises on the expert knowledge and skills of others.
- Contributes own expertise to achieve outcomes for the business unit.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.

3. Builds productive relationship

- Builds and sustains relationships with a network of key people internally and externally.
- Consults and shares information and ensures others are kept informed of issues.
- Identifies learning opportunities for others and empowers them by delegating tasks.

4. Exemplifies personal integrity and self-awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Commits energy and drive to see that goals are achieved.

5. Communicates and influences effectively

- Confidently presents messages in a clear, concise and articulate manner.
- Listens carefully to others and checks to ensure their views have been understood.
- Strives to achieve an outcome that delivers benefits for both parties.

Desirable

Relevant tertiary or program management qualification, and/or significant experience in an infrastructure or planning related project and/or program management environment.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special conditions

- A current National Police Certificate will be required prior to commencement of employment, as per the department's Police Check Policy.
- Some travel to regional areas may be required.
- Competence in commonly used personal computing applications, particularly email, spreadsheet and word processing applications.

Appointment is subject to

- 100 point identification check; and
- Criminal records screening clearance.

Training

- Complete induction within three months of commencement.
- Complete any training specific to the role required by departmental policy.
- Complete the department's AEDM within six months of appointment.

CERTIFICATION

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

.....
Executive Director Infrastructure

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the department's Code of Conduct.

.....
Employee signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND
CULTURAL INDUSTRIES

Initials: NW

Date: 09.04.2019