



Job Description Form

Regional Asset Manager

Position Details

Position Number:	04005569
Classification:	Level 5
Award / Agreement:	PSA 1992 / PSCSA 2019
Organisational Unit:	Service Delivery Regional & Remote Communities / District Office
Location:	Broome
Classification Evaluation Date:	July 2011
JDF Review Date:	August 2019

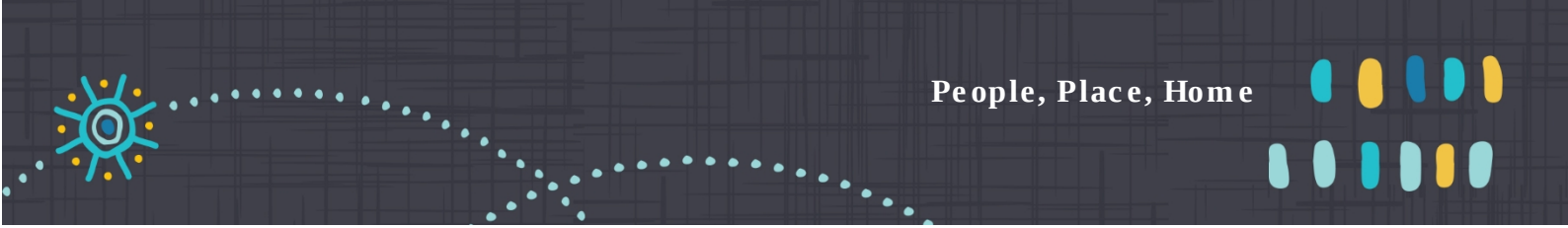
Reporting Relationships

This position reports to:

Manager Housing Services, Level 6

Positions Under Direct Supervision:

This position has no subordinates.



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

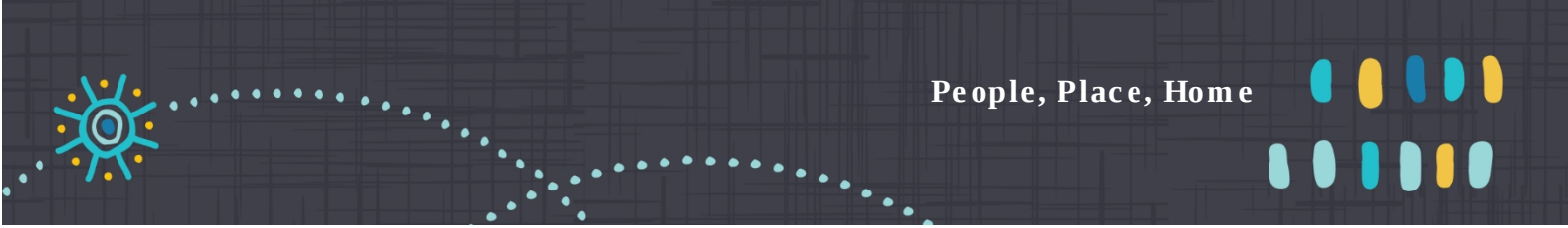
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Role Statement

The position is responsible for managing relationships with contractors & consultants to ensure projects are completed on time and within budget for building maintenance, building improvements and minor new construction works. The role is accountable for the completion of contract development and administration tasks in support of project work, and for compliance with legislative & policy requirements. Additionally, the role involves conducting building assessments, managing technical investigations and preparing technical reports.



Duties and Responsibilities

1. PROJECT MANAGEMENT

- 1.1. Manages projects for building maintenance, building improvements and minor new construction works and ensures completion on time & budget
- 1.2. Conducts feasibility studies, prepares project briefs and estimates for alternative programs.

2. ASSET MANAGEMENT

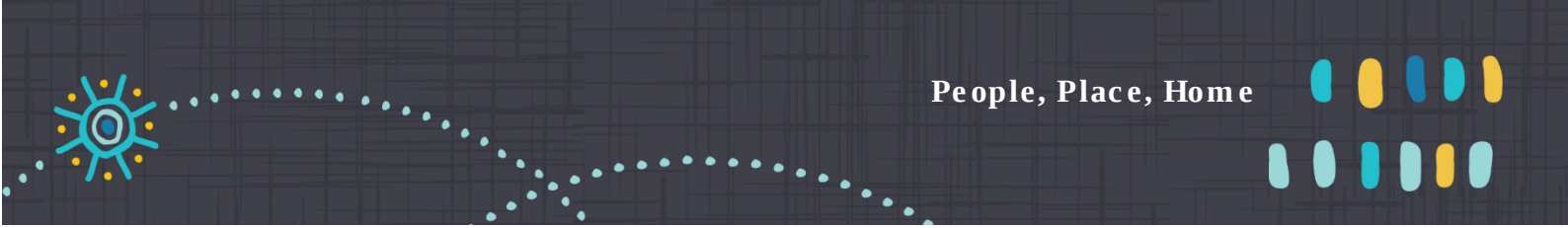
- 2.1. Prepares scope of works, design documentation e.g. floor plans, and cost estimates for building maintenance contracts, low complexity building improvements and new construction.
- 2.2. Engages architectural consultants, and approves the engagement of sub-consultants by architects
- 2.3. Engages consultants from established panels and manages the preparation of contract documentation and the administration of contract consultants.
- 2.4. Prepares preliminary tender documentation from templates and completes contract documentation for tendering works.
- 2.5. Tenders works, assesses submissions and prepares recommendations for engagement of contractors.
- 2.6. Conducts site inspections
- 2.7. Manages and administers contracts in accordance with documentation, issues directions and variations, approves claims for payment and issues completion certificates.
- 2.8. Resolves medium complexity contractual disputes.
- 2.9. Prepares contractor and consultant performance reports.
- 2.10. Assist the Regional Management team in developing and controlling the regions refurbishment, redevelopment and property acquisitions programs.

3. MAINTENANCE SERVICES

- 3.1. Develops schedules and implements asset management strategies for the regions rental housing stock.
- 3.2. Coordinates building condition assessments.
- 3.3. Contributes to the development of annual maintenance programs and budgets.
- 3.4. Assesses and reports on unplanned repairs and breakdowns and attests to the value of contracts claims for payment.

4. TECHNICAL & STAFF SUPERVISION

- 4.1. Conducts technical investigations, researches issues & prepares reports.
- 4.2. Promotes a high standard of Equal Opportunity, personal conduct, and occupational Safety & Health in the Workplace. Provides the day to day supervision of staff, undertakes performance monitoring and staff development.



4.3. Performs other duties as directed.



Essential Work-Related Requirements (Selection Criteria)

1. Extensive knowledge and technical experience in the building industry.
2. Experience with managing and preparing contract documentation, estimating and calling and assessing tenders within the building industry.
3. Demonstrated staff supervision and management experience with the ability to organise workloads to meet deadlines and targets.
4. Well-developed verbal and written communication skills including negotiation and mediation skills.
5. Well-developed analytical and problem-solving skills
6. Demonstrated ability to work effectively with clients, contractors and consultants.

Desirable Work-Related Requirements

1. Qualification relevant to the building industry

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Agency. This role undertakes essential off-road travel; therefore, the office holder will be required to successfully complete 4WD competency training as provided by the Department of Communities.
3. Flexibility to undertake intrastate travel with minimal assistance to remote regional locations, including travel off-road and by light aircraft, and involving overnight or short stays and camping.