



Position Description

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| Position Title: | Senior Asset Manager | Classification Level: | 7 |
| Position Number: | 32027 | Reports to: | AD Operational Asset Management L8 |
| Directorate: | Customer Service and Strategy | Supervises: | 2 FTE |
| Branch/Section: | Government Office Accommodation | Location: | Perth Metropolitan Area |



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

The Senior Asset Manager is responsible for the operational management of a selected portfolio of building assets, provides high level advice on asset management, and assists with the development and implementation of initiatives to improve asset management maturity.

The Senior Asset Manager provides support to the Assistant Director Operational Asset Management in strategic asset planning and life-cycle management, building condition and maintenance planning, analysis of asset data and information, budget planning, financial management, contract development and management, governance and reporting.

Responsibilities

- Operational management of the Department of Finance (Finance) owned buildings portfolio and the buildings portfolio associated with the Indian Ocean Territories service delivery agreement with the Commonwealth government, including administration of the associated property management contracts.
- Provide financial management and reporting administration responsibility associated with the property portfolios.
- Undertake procurement processes for building related works and services and manage associated contracts.



- Contribute to the implementation of Finance's Strategic Asset Management Plan and achievement of Strategic Asset Management Objectives.
- Contribute to the strategic development and implementation of initiatives, practices and processes to support improving Operational Asset Management, including sustainability projects and initiatives within the owned buildings portfolio.
- Prepare and provide input into reports, submissions, briefing notes and other documentation regarding sustainability issues, as required, including reporting on emissions.
- Prepare reviews, reports, briefing notes, instructions, presentations and other documentation to support the management of the portfolio and role of the Operational Asset Management team.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as directed.

Essential Requirements

- Extensive asset management experience, ideally in a building related technical role and works contracting environment, including the development and implementation of works programs and initiatives (eg breakdown, routine, preventative maintenance, projects) and asset-related goods and services procurement.
- Demonstrated experience with contract management and procurement, ideally in a non-residential buildings context.
- High-level written and verbal communication skills that are clear and appropriate with the ability to negotiate and influence effectively.

Desirable Requirements

- A recognised qualification or progress towards a qualification in a building or asset management related profession, trade or other relevant training.
- Knowledge and experience in the application of ISO 55001 – Asset Management
- Understanding of relevant government procurement practices.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.



- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: L Oversby Human Resources Consultant, June 2025

Classification Evaluation Date: November 2013

