



Position Description

Asset Manager

Position summary

Reporting to the CEO, the Asset Manager will oversee the development and implementation of sound asset management systems and controls across the organisation. It will coordinate both planned and responsive maintenance as well as the procurement of assets and taking on new projects related to the role.

This is a hands-on role with day to day oversight of all aspects of corporate governance and management ensuring that robust integrated frameworks are operating throughout the organisation enabling the achievement of objectives, plans, budget requirements. You will be responsible for overseeing the management of fleet, property and general infrastructure assets.

Organisational relationships

Direct reports: Nil

Internal and external relationships

Internal relationships involves team and staff engagement and collaboration

External relationships may include accrediting agencies, contractors and the broader community

Responsibilities	Outcomes
Asset management	
Create and oversee a capital asset management plan.	Manage and coordinate property and asset databases.
Liaise with managers and coordinators to produce an asset maintenance program.	A contractual framework for maintenance services is developed and implemented.
Set annual maintenance budget with consultation with managers.	There is a budget set for ongoing maintenance of assets and infrastructure.
Recommend and implement a property asset management strategy and plan.	An asset management strategy and plan is created and shared with relevant stakeholders.
Use knowledge of relevant legislation e.g. building codes and fire safety standards to ensure compliance.	A plan for compliance is created and costed to ensure the properties are compliant to standards and regulations.
Maintain the risk register from an asset management perspective.	The risk register is up to date and information is current.

Responsibilities	Outcomes
Procurement	
Conduct a cost benefit analysis to ensure funding is utilised to best advantage for a variety of areas.	Procurement and contract activities are monitored to ensure that processes apply appropriate levels of control and probity.
Evaluate data and make business projections for the future.	There is evidence of collaboration to compile budgets, define strategies and implement improved processes and new technologies.
Manage ICT resources.	ICT support is available to meet organisational need.
Manage fleet leasing arrangements.	The fleet is well managed and efficient.
Project and compliance implementation	
Develop and implement projects and support new service provision.	Projects plans for asset management, quality and regulatory compliance are developed and implemented.
Prepare weekly and monthly progress reports on projects, reporting on milestones, budgets and relevant issues.	Reports regarding project progress and key issues with relevant action plans to manage issues are provided.
Support transition and change processes to implement projects.	There is collaboration and information sharing with stakeholders to ensure change process are managed.
	Presentations to management, staff and key external stakeholders are made.
Utilise knowledge of compliance and service standards and reporting requirements for contractual obligations.	Projects remain compliant with regulation and staff are supported to meet obligations.
Ensure accreditation requirements are met.	Accreditations are achieved in a timely manner.
Engage and influence internal and external stakeholders to ensure project delivery success.	There is evidence of planning, policy development and review and program evaluation.
Contractor management	
Develop minimum contractor standards.	Processes are in place to ensure accountability for the management of external contractors, consultants and agents.
Establish and maintain positive working relationship with the contractors.	There is a professional relationship and positive feedback from contractors.
Review contractors on a regular basis.	A schedule of contractor rates including scheduled review is produced.
Team support	
Communicate with other Managers/Coordinators.	Leadership meetings are attended and action items are addressed.
	Relevant information is communicated to other managers and coordinators to ensure they are

	aware of any changes that may impact their service.
General	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directives and complying with any pandemic directives.
	Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, legislation and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.
	All mandatory training programs and team meetings are attended.
	There is mandatory reporting of any suspected incidents of child abuse.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	Interactions with colleagues, residents, clients and stakeholders are undertaken in a courteous manner.
	Cultural and linguistic diversity is taken into consideration.
	There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the CEO.	

Selection criteria

Qualifications and checks

- University level qualifications in Accounting or Business
- Current and valid Driver's Licence
- A satisfactory Criminal Record Check and Working with Children Check

Professional skills and experience

- Significant experience in budget and asset management
- Knowledge of relevant legislation e.g. commercial and residential building codes and fire safety standards
- Sound project management experience in the delivery of projects to agreed scope, time and budget with analytical skills to make operational decisions, evaluate data and make business projections
- Experience in negotiating partnerships and appointing and managing contractors
- Demonstrated experience in leading others, knowledge of compliance against service standards and reporting requirements against contractual obligations.
- Knowledge of the National Regulatory System for Community Housing
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of health and resilience to fulfil the demands of the role

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment.

I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____

Name _____ Date _____