



POSITION DESCRIPTION

Manager Asset Management

Local Government — Generic Template

Prepared by GEM Executive

Position Details

Position Title:	Manager Asset Management
Classification:	Senior Officer / Band 8 (Council-dependent)
Employment Status:	Full-Time, Permanent
Directorate:	Infrastructure / Assets and Operations
Reports to:	Director Infrastructure and Assets
Direct Reports:	Asset planning, coordination and technical officer roles (department-dependent)
Budget Responsibility:	Operating and capital works budgets aligned to the asset portfolio

Position Purpose

The Manager Asset Management provides strategic and operational leadership across Council's asset management function, ensuring the responsible, sustainable, and financially sound stewardship of Council's infrastructure and property portfolio.

Reporting to the Director Infrastructure and Assets, the role leads the development and implementation of Council's Asset Management Framework, strategy, policies, and plans, and provides integral input into the development of long-term capital works and maintenance programs. The Manager plays a key role in Council's long-term financial sustainability by ensuring assets are planned, valued, maintained, and renewed in line with community need, service levels, and available funding.

As an active member of the Directorate's leadership team, the Manager Asset Management fosters a collaborative, customer-focused, and innovative culture, and works closely with internal and external stakeholders to embed best-practice asset management across the organisation.

Key Objectives

- Lead the development and continuous improvement of Council's Asset Management Framework, including policy, strategy, and asset management plans across all infrastructure classes.
- Provide strategic leadership and expert advice to Council, Executive, and the community on asset and infrastructure matters.
- Oversee the long-term financial planning and lifecycle costing of Council's asset portfolio, balancing renewal, maintenance, and new capital investment.
- Contribute to the development and delivery of Council's capital works program, ensuring projects are prioritised in line with community need, risk, and available funding.
- Build and lead a high-performing, customer-focused asset management team.
- Drive the adoption of digital tools and data-driven decision-making to continuously improve asset management practice.
- Ensure Council's assets are safe, compliant, reliable, and meet endorsed levels of service.

Key Responsibilities

Strategic Asset Management

- Lead the development, implementation, and review of Council's Asset Management Policy, Strategy, and Asset Management Plans across all infrastructure and property classes.
- Oversee asset lifecycle cost analysis, balancing reactive and proactive maintenance with renewal and upgrade programs.
- Oversee the valuation and revaluation of Council's asset base and contribute to the strategic financial planning underpinning Council's Long-Term Financial Plan.
- Contribute to the identification of strategic infrastructure needs, including the development of supporting business cases.
- Drive continuous improvement in asset management maturity, including the application of asset management systems and digital tools.

Capital Works and Investment Planning

- Contribute to the development and delivery of Council's annual and long-term Capital Works Program.
- Ensure capital investment decisions are informed by asset condition data, risk assessment, community need, and available funding.
- Support the preparation of funding submissions and grant applications relevant to asset renewal and capital investment.
- Monitor and report on the delivery and performance of the capital works program against budget and timelines.

Leadership, People and Culture

- Provide clear direction, coaching, and professional development to build the capability of the asset management team.
- Foster a collaborative, agile, and customer-focused team culture aligned with Council's values.
- Operate as an active and constructive member of the Directorate's leadership team, contributing to broader strategic and operational planning.
- Lead change management initiatives to embed improved ways of working, technology, and process across the team.

Governance, Risk and Compliance

- Ensure asset management practices comply with relevant legislation, Council policy, and industry standards.
- Oversee the development and review of statutory plans relevant to the role, such as the Road Management Plan and property leases and agreements.
- Manage risk relevant to Council's asset portfolio, including safety, financial, and reputational risk.
- Ensure the accurate and timely reporting of asset management performance to Executive, Council, and other stakeholders as required.

Stakeholder Engagement and Relationships

- Build and maintain strong working relationships across Council directorates to support integrated planning and service delivery.
- Represent Council in engagement with external stakeholders, including government agencies, contractors, professional bodies, and the community.

- Provide expert, accurate, and timely advice to the Director, Executive, and Council on asset management matters.
- Maintain awareness of sector developments and best practice in infrastructure and asset management.

Key Relationships

Reports to:	Director Infrastructure and Assets
Direct Reports:	Asset planning, coordination, and technical officers within the department
Internal Liaisons:	Executive Leadership Team, Directorate Leadership Team, Finance, Project Management Office, Councillors
External Liaisons:	Government departments and agencies, contractors and consultants, professional and industry bodies, neighbouring councils, community and ratepayers

Judgement and Decision Making

- Exercises a high degree of independent judgement in strategic and operational asset management matters, within the framework of Council policy and delegated authority.
- Applies analytical and problem-solving skills to complex, sometimes competing, priorities across asset renewal, risk, service levels, and available funding.
- Develops innovative, evidence-based approaches to asset and property management challenges.

Specialist Skills and Knowledge

- Extensive knowledge of asset management principles, frameworks, and practice, including relevant ISO/IPWEA standards.
- Sound understanding of relevant legislation and the local government operating environment, including financial and statutory planning obligations.
- Well-developed financial management skills, including budgeting, lifecycle costing, and long-term financial planning.
- Experience with asset management information systems and data-driven decision-making.
- Demonstrated ability to lead, develop, and motivate technical teams.
- Highly developed written and verbal communication skills, with the ability to prepare and present reports to a range of audiences including Council and Executive.
- Strong stakeholder engagement, negotiation, and conflict resolution skills.

Qualifications and Experience

Mandatory

- Tertiary qualification in a relevant discipline such as asset management, engineering, spatial systems, data management, or a related field, or equivalent extensive relevant experience.
- Significant relevant experience in asset management, including strategic planning, data and asset modelling, and financial management.
- Demonstrated experience leading and developing high-performing technical teams.

- Current Victorian driver's licence.
- Satisfactory Police Check (and Working with Children Check, where required by the employing Council).

Desirable

- Postgraduate qualification in a related field.
- Experience across multiple local government asset classes (roads, buildings, open space, drainage, plant and fleet).
- Experience in the development of long-term financial plans and capital investment strategy.

Key Selection Criteria

- Relevant tertiary qualifications and significant experience in strategic and operational asset management.
- Proven ability to lead and develop high-performing, customer-focused technical teams.
- Demonstrated expertise in strategic planning, financial management, and the implementation of best-practice asset management.
- Well-developed interpersonal, written, and verbal communication skills, with the ability to engage and influence a diverse range of stakeholders.
- Sound understanding of the legislative and governance framework applicable to local government asset and property management.
- A demonstrated commitment to Occupational Health and Safety and quality customer service outcomes.

Conditions of Employment

Conditions of employment are in accordance with the employing Council's applicable Enterprise Agreement or Senior Officer Contract of Employment, and the relevant Code of Conduct.

This is a generic Position Description template developed by GEM Executive for local government Asset Management roles. It is intended to be tailored to reflect the specific structure, classification, budget, reporting lines, and strategic priorities of the engaging Council prior to use in a recruitment campaign.