

Role Description

Asset Management Coordinator



Education

Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW
Location	259 George Street, Sydney
Classification/Grade/Band	Clerk Grade 9/10
Role Number	176563
ANZSCO Code	612112
PCAT Code	1132292
Date of Approval	31 October 2018
Agency Website	https://education.nsw.gov.au/

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This is the biggest education investment in history – a huge \$6 billion over the next four years for the development of new schools and major school upgrades, and a record breaking \$747 million to tackle maintenance across 2,200 public schools within the state.

Primary purpose of the role

The Asset Management Coordinator reviews existing technical guidelines / procedures to ensure compliance with Procurement, and financial requirements, and best practice. The Coordinator will develop technical procedures / guidelines to deliver high quality asset management services and implement these across all Asset Management Business Units. In addition, will manage and coordinate Resource Management issues across Asset Management Business Units.

Key accountabilities

- Coordinate Asset Management operations and reporting on the implementation of standardised project delivery procedures.
- Develop systems, operating procedures and review mechanisms to ensure budget development and actual expenditures in all Asset Management Business Units are consistently applied in accordance with procedures and guidelines.

- Coordinate resource management across Asset Management Business Units to drive efficiencies, opportunities for job sharing, succession planning, pool resourcing and leave management.
- Build and maintain productive working relationships with all Asset Management Business Units to meet the needs and expectations of relevant stakeholders, and to achieve statutory compliance.
- Coordinate knowledge management and sharing across all Asset Management Business Units including assisting in the development and ongoing implementation of a Communities of Practice across all Asset Management Business Units.
- Engage with stakeholders and industry suppliers to identify and drive the implementation of best practice, processes and systems across Asset Management Business Units including Customer satisfaction assessment.

Key challenges

- Champion new ways of doing business and delivering services to Schools with a view to engendering stakeholder confidence whilst managing stakeholder expectations.
- Balance demands of a range of competing business programs and services within a public sector environment impacted by budget constraints.
- Implement Government policies and aggregated procurement strategies to achieve value for money and significant reductions in the cost of doing business.

Key relationships

Who	Why
Internal	
Executive Director, Asset Management	<ul style="list-style-type: none"> • Performance and delivery strategy
Asset Management Business Units	<ul style="list-style-type: none"> • Customer service, meeting delivery targets
School Infrastructure NSW	<ul style="list-style-type: none"> • Advice and Support
School Principals	<ul style="list-style-type: none"> • Customer service
External	
Local government representatives, other service providers and facilities management contractors	<ul style="list-style-type: none"> • Develop and maintain effective working relationships to ensure the delivery of capital works, minor capital works and services are provided on time

Role dimensions

Decision making

In consultation with the Executive Director, Asset Management this role coordinates the activities of the Asset Management Business Units in the development and implementation of works programs for projects and deliverables across the state.

Reporting line

The position reports to the Executive Director, Asset Management.

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements






- Drivers Licence (this role requires travel to various offices located across the state)
- Knowledge and commitment to the Department's Education and Training Policies

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Develop well written, well structured procurement documentation that clearly sets out the business requirements • Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective • Be aware of procurement and contract management risks, and what actions are expected to mitigate these • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles • Escalate procurement and contract management issues where required
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks