Role Description
Asset Management Specialist

Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Shared Services Group
Position Description no	10563-01
Classification/Grade/Band	TAFE Manager Level 2
Senior executive work level standards	Not Applicable
ANZSCO Code	224500
PCAT Code	2222422
Date of Approval	September 2023
Agency Website	www.tafensw.edu.au

Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

Primary purpose of the role

This position is responsible for contributing to the delivery and implementation of the NSW Government's Asset Management Policy for the NSW Public Sector (TPP19-07) at TAFE NSW, including an agency-level Asset Management Policy, Strategic Asset Management Plan (SAMP), and Asset Class Asset Management Plans (AMPs).

Key accountabilities

1. Work collaboratively with relevant subject matter experts in leading the development and implementation of TAFE NSW's Asset Management practices including the Asset Management Policy, Strategic Asset Management Plan (SAMP) and associated Asset Class – Asset Management Plans (AMPs).
2. Provide assurance to TAFE NSW senior executives, NSW Treasury and Infrastructure NSW (iNSW) that TAFE NSW is meeting its obligations with respect to the NSW Government's Asset Management Policy for the NSW Public Sector (TPP19-07).
3. Act as a change champion to drive the successful implementation of TPP19-07 by focusing alignment of asset investment and performance to service delivery and whole-of-life considerations.
4. Provide expert advice on all aspects of program life cycle including business case development, project briefs, complex project management, resource allocation, partner consultation, budget management and key milestone reports.
5. Measure and track TAFE NSW's Asset Portfolio Performance against agreed Asset Strategy and Policies, including performing a governance and monitoring role, identifying and communicating asset portfolio risks and opportunities for continuous improvement.
6. Undertake research and analysis to keep abreast of Asset Management best practice, innovations and industry changes and challenges.
7. Apply knowledge of Asset Management best practices, trends, methodologies and innovations sufficiently to shape and redefine the capabilities of TAFE NSW in support of changing business needs and organisational strategic goals.
8. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
9. Place the customer at the centre of all decision making.
10. Work with the Line Manager to develop and review meaningful performance management and development plans.

Key challenges

- Leveraging expertise, technical knowledge, problem solving and research analytics to create high quality and innovative asset management policy, resolving conflicting policy objectives and drawing policy conclusions from incomplete and ambiguous information.
- Engaging at all levels of the business (including with senior stakeholders) while ensuring communications are relevant to the unique needs of each audience.
- Distilling business needs to identify fit for purpose solutions.

Key relationships

Internal

Who	Why
Line Manager	- Receive leadership, advice and support, - Liaise and report on work status, outcomes and individual performance.
TAFE Infrastructure NSW	- Share information, work collaboratively to contribute to achieving the team's business outcomes. - Participate in discussions and decisions regarding implementation of innovation and best practice.
Other TAFE NSW Group Functions	- Maintain effective relationships and facilitate issues resolution. - Engage and collaborate on policy, processes and procedures.

External

Who	Why
Other public and private sector specialists relevant to the project activity	• Liaise on research and information gathering to inform project approaches, options and recommendations. • Maintain contemporary project management expertise.
Contracted services providers	• Liaise with and manage contracted relationships and performance as required.

Role dimensions

Decision making

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

Reporting line

Senior Manager Asset Strategy, Policy and Data

Direct reports

Nil

Budget/Expenditure

TBA

Essential requirements

1. Degree qualifications in Asset Management, Engineering, or Business Management or related discipline or equivalent significant experience in a similar role.
2. Demonstrated experience in designing asset management policy and strategies in a complex environment using highly developed data and evidence based analytic skills.
3. Strong understanding of ISO55000, Asset Management methodology and other associated best practice methodologies and business processes.
4. Excellent change management, communication, and stakeholder engagement skills with proven ability to develop and maintain internal and external relationships.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Advanced

	Think and Solve Problems		Advanced
	Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues	
		• Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others	
		• Take account of the wider business context when considering options to resolve issues	
		• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements	
		• Implement systems and processes that are underpinned by high-quality research and analysis	
		• Look for opportunities to design innovative solutions to meet user needs and service demands	
		• Evaluate the performance and effectiveness of services, policies and programs against clear criteria	
	Project Management		Advanced
	Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies	
		• Access key subject-matter experts' knowledge to inform project plans and directions	
		• Design and implement effective stakeholder engagement and communications strategies for all project stages	
		• Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning	
		• Develop effective strategies to remedy variances from project plans and minimise impact	
		• Manage transitions between project stages and ensure that changes are consistent with organisational goals	
		• Participate in governance processes such as project steering groups	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

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