

# Role Description

## Asset Management Advisor



Agency	Department of Primary Industries and Regional Development
Division / Branch	NSW Public Works
Location	State of NSW
Classification/Grade/Band	Staff Grade 7/8
Kind of Employment	Ongoing
ANZSCO Code	133111
PCAT Code	
Date of Approval	31/05/2022 (updated August 2024)
Agency Website	<a href="http://www.dpird.nsw.gov.au">www.dpird.nsw.gov.au</a> or <a href="http://www.publicworks.nsw.gov.au">www.publicworks.nsw.gov.au</a>

### Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service. We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Public Works plays a significant role in the development of our state, our regions, and our infrastructure and associated industries, by supporting local and state government agencies to deliver critical infrastructure initiatives. We do this by providing expert advisory services; planning, design and delivery management; sustainability, asset management and support services. Our work is in community facilities, hospitals, dams, water treatment plants, housing and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

### Primary purpose of the role

Manages the delivery of asset management plans and advisory projects to meet client organisational objectives. The role collaborates with Project Managers and other stakeholders on the delivery of sustainable asset management projects and ensure the application of best practice asset management principles are met.

### Key accountabilities

- Facilitate input from team members and other stakeholders to manage the planning and delivery of asset management advisory project milestones and outcomes.
- Manage end to end low level asset management advisory project delivery including developing project plans, identifying and coordinating resources, managing budgets, stakeholder management across all related services.

- Develop and maintain stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met
- Deliver tasks and projects that demonstrate a thorough understanding and application of best practice asset and project management principles to achieve client satisfaction targets and provide excellent client service.
- Identify opportunities for process improvement and propose new approaches for consideration by the business unit manager to contribute to improved business performance.
- Identify the learning and development needs of self and facilitate appropriate action to contribute to the on-going professional excellence and the continuous professional development of the team.

## Key challenges

- Balancing competing demands to ensure client business objectives are met.
- Identifying and managing project delivery risks, including safety and environment given that stakeholder's behaviour needs to be influenced to implement identified project risk strategies.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Escalate issues and provide solutions</li> <li>• Contribute to broader unit issues</li> <li>• Participate in discussions and decisions regarding business development opportunities</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieve business outcomes</li> <li>• Participate in meetings to share information and provide input on issues</li> </ul>
<b>External</b>	
Customers/Stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed.</li> <li>• Contribute to a client-focused approach to service delivery</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Negotiate and approve contracts and service agreements</li> <li>• Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements</li> </ul>
Industry professionals/ consultants	<ul style="list-style-type: none"> <li>• Seek/maintain specialist knowledge/advice and collaborate on and keep up to date with industry best practice.</li> <li>• Participate in forums, groups to represent the agency and share information</li> </ul>

## **Role dimensions**

### **Decision making**

This role has a high level of autonomy and makes decisions that are under their direct control. Decisions that require significant change to outcomes or timeframes or are likely to require submission to the line manager. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports and other forms of written advice with input and advice where necessary from the Manager. On specialised technical/professional matters the role is required to research all relevant standards and requirements and make expert and informed recommendations upon which higher level decisions can be made.

### **Line Manager**

Senior Asset Management Advisor

### **Direct reports**

Nil

### **Budget/Expenditure**

The position needs to work within negotiated and agreed budget parameters as per the DPIRD / NSW PW Delegations Manuals

## **Key knowledge and experience**

- Demonstrated experience as project, procurement, contract management lead on infrastructure asset management projects.
- Knowledge of the preparation of Asset Management Plans, Strategic Asset Management Plans and Operational Plans in accordance with State Government guidelines and current best practice.
- Experience in an infrastructure asset management consultancy or government environment, with knowledge of procurement, project, and contract management
- Proven knowledge and experience in Quality systems, improving Quality performance in an organisation and leading an extensive audit process
- High level interpersonal and people management skills, and experience in a role assisting internal and external clients and conducting training
- Strong influencing and communication skills: verbal, facilitation and presentation experience selling bigger picture benefit and value

## **Essential requirements**

- Qualifications in Strategic Asset Management, Project Management, or a related field.
- Current NSW Driver Licence and willingness to drive to and work in remote locations which may include overnight stays.

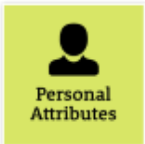

## **Capabilities for the role**

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](http://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.

### Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept



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**Commit to Customer Service**

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

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**Deliver Results**

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

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	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> <li>• Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management</li> <li>• Develop well-written, well-structured procurement documentation that clearly sets out the business requirements</li> <li>• Monitor procurement and contract management processes to ensure they are open, transparent and competitive</li> <li>• Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance</li> <li>• Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles</li> <li>• Escalate procurement and contract management issues, where required</li> </ul>	Adept

## 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
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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate