Role Description
Senior Asset Coordinator

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	TfNSW Greater Sydney/Services /Infrastructure Management
Location	Sydney
Classification/ Grade/ Band	Grade 8
Role Number	51002076
ANZSCO Code	223311
PCAT Code	1224392
Date of Approval	October 2019
Agency Website	http://www.transport.nsw.gov.au/

Agency overview

Transport for NSW is the centrepiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

Primary purpose of the role

The primary purpose of the role is to support the growth and improvement programs to ensure these programs demonstrate deliverability of the customer outcomes whilst minimising ongoing operations and maintenance requirements. The role also supports the development of Asset Maintenance Plans across all modes.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Lead the coordination and development of asset management activities including maintenance plans to ensure that maintenance plans are assessed and Transport assets are being maintained appropriately.
- Review asset maintenance plans and coordinate assurance activities with Transport SMEs across transport to ensure that investment in asset maintenance is appropriately prioritised.
- Support and monitor access to assets requirements for future Transport Projects to ensure requirements are delivered.
- Manage and monitor asset and corridor strategies and corridor plans to ensure alignment of capital and maintenance programs.
- Provide technical advice to planning and delivery divisions to ensure that the appropriate assets are delivered.
- Prepare executive briefings and issues papers as required to support business process and procedures.

Key challenges

- Work with a number of stakeholders and SMEs to achieve a balanced outcome
- Balance asset maintenance requirements from Operator/Maintainers with available funding
- Ensure that access to assets for new projects also considers the impact on maintenance

Key relationships

Who	Why
Internal	
Principal Manager Infrastructure & Fleet Services and the Infrastructure Management teams	• Escalate issues, keep informed, advise and receive instructions. • Provide regular updates on key projects, issues and priorities. • Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes.
Other divisions of TfNSW and other Transport operating agencies	• Building collaborative working relationships. • Develop and deliver solutions which deliver optimal customer outcomes. • Participate in forums and groups to represent agency and share information.
External	
Key stakeholders such as other government agencies	• Develop highly effective collaborative relationships. • Participate in forums, groups to represent agency and share information. • Participate in discussions regarding innovation and best practice.
Engineering professional bodies and representatives of industry service providers.	• Develop highly effective collaborative relationships.

Role dimensions

Decision Making

As per the delegations for the role.

Reporting line

This role reports directly to the Principal Manager Infrastructure and Fleet Services.

Direct Reports

The role has no direct reports.

Budget/Expenditure

Nil

Essential requirements

Relevant tertiary qualifications in a relevant business or management discipline and / or relevant industry experience.

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	Adept
	Value Diversity	Adept
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	**Adept**
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

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 Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects