

# Role Description

## Asset Master Data Manager

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Greater Sydney / Planning & Programs / Sydney Planning
Location	Parramatta
Classification/ Grade/ Band	TSSM
Role Number	51022272
ANZSCO Code	312112
PCAT Code	1338492
Date of Approval	June 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Greater Sydney Division

Our division is redefining integrated transport choices to improve the lives of customers and communities, making Greater Sydney a better place to live, work and play.

We have the single biggest place making opportunity at Transport in the coming years - reshaping Greater Sydney into a metropolis of three cities – Eastern Harbour City, Central River City (Parramatta) and Western Parkland City.

Greater Sydney is focused on these three unique cities and delivering a joined up transport network and services, to ensure these cities become the places that their customers and communities really want.

### Primary purpose of the role

The Asset Master Data Manager is responsible for developing, implementing and operating the management system for asset management master data. The primary purpose of the role is to establish and implement the management system associated with asset management master data sufficient to support the compliance to the INSW Policy for Asset Management in the Public Sector and other relevant standards, regulations and state based requirements. The role will also be responsible to ensure that

Greater Sydney Assets complies with the management system and achieves the objectives of TfNSW pertinent to the outcomes associated with asset information management.

## Key accountabilities

- Lead Sydney Assets functions to extract, transform and load data from various legacy AM information systems as well as major and minor capital projects, to NSW Transports preferred AM systems. This includes extracts or integrations from relevant systems.
- Oversee the development and implementation of a management system for asset management data that meets the requirements of the AM Policy and is suitable for adoption by all Greater Sydney and Regional and Outer Metropolitan asset management functions. The role will need to collaborate with multiple stakeholders such as ROM, TfNSW SER on the architecture of the master data management system.
- Lead the development and implementation of methodologies, tools and systems that support adoption of master data management practices in Greater Sydney Roads, ensuring they are aligned with ISO 55001, fit for purpose and integrated with existing TfNSW practices and other management systems such as the asset management system, information security requirements and relevant state and federal record keeping and privacy requirements.
- Establish measures, endorsement of organisational accountabilities and processes and procedures to maintain data integrity ensuring that stakeholders are appropriately engaged, acquit the actions necessary, remain accountable for and continuously improve data integrity sufficient to enable Greater Sydney to meet asset management and regulatory compliance obligations.
- Manage all elements of the master data management system to ensure that key operational processes are appropriately resourced and meet the requirements of stakeholders and support data integrity associated with acquisition and disposal of new assets and the creation and retirement of records associated with existing assets.
- Establish and implement robust project and program management approaches and ensure that staff and suppliers operate to these approaches and that master data management solutions are delivered in accordance with stakeholder's expectations including requirements for cost, time and quality.
- Provide technical leadership and role model appropriate culture and behaviours to all stakeholders including direct reports
- Provide input to and participate in business unit strategy development and work and financial planning.
- Build and maintain good relationships with TfNSW, Sydney Roads Asset Performance Contract providers, Sydney Maintenance.

## Key challenges

- Diversity of the asset portfolio and associated technical complexity and geographic disparity. There are over \$25 billion worth of assets in the greater Sydney Road Network
- Broad range of stakeholders from Greater Sydney Roads and the broader TfNSW. This role works with stakeholders across the state in a range of different asset classes and operating contexts.
- Low levels of understanding of master data management in the stakeholder group.

- Tight timeframes. This role is expected to support TfNSW in achieving management systems and understanding sufficient to achieve compliance with INSW Policy on Asset Management and the transition to the SRAP contract by June 2021.

## Key relationships

Who	Why
<b>Internal</b>	
Executive Director, Programs and Planning	<ul style="list-style-type: none"> <li>• Provide specialist advice on master data management</li> <li>• Contribute to and assist in business planning and strategy development</li> </ul>
Director, Sydney Asset	<ul style="list-style-type: none"> <li>• Guidance and direction and organisational objectives</li> <li>• Determine team priorities and develop programs that achieve the organisational objectives</li> <li>• Escalate complex issues and problems</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and advice.</li> <li>• Provide direction and issue resolution</li> <li>• Provide performance feedback and identify opportunities for professional development.</li> </ul>
Corridor / Bridge / Traffic Asset Pavement Managers	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome to ensure asset data is managed to achieve</li> <li>• Ensure targets associated with key performance indicators such as CoC backlog and age are managed to support the transition to SRAP</li> </ul>
Regional Pavement Asset Planners (R&F)	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome</li> </ul>
Senior Manager Program Development (Sydney)	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome</li> </ul>
Senior Manager Sydney Portfolio (Sydney)	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome</li> </ul>
Contract Relationship Managers, Sydney Maintenance	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome including sourcing data necessary to ensure asset data integrity</li> </ul>
Network & Asset Intelligence (TPS)	<ul style="list-style-type: none"> <li>• Work collaboratively for effective outcome</li> </ul>
<b>External</b>	
Austroads	<ul style="list-style-type: none"> <li>• Collaborate and maintain relationship to influence key stakeholders</li> </ul>
Industry Partners	<ul style="list-style-type: none"> <li>• Build and maintain relationship to keep abreast of latest trends in the discipline</li> </ul>
SRAP/SMC Maintenance Providers	<ul style="list-style-type: none"> <li>• Obtain data to support asset master data integrity</li> </ul>

## Role dimensions

### Decision making

This role is required to identify challenges and areas for improvement and implement solutions in accordance with the Greater Sydney Road Network Asset Management Objectives, NSW Information Management Standards and the Treasury for NSW Asset Management Policy.

### Reporting line

Director, Sydney Asset

### Direct reports

Asset Officers (via matrix structure)

## Budget/Expenditure

Nil

## Essential requirements




- Tertiary qualifications in Engineering, Asset Management, Data Science, Project Management or other applicable subject is essential.
- Minimum 5 years of experience in Asset Management, Data Management is highly regulated and preferable High Reliability Operations environments.
- Strong understanding of ISO 31000, ISO 55000, ISO 19600 and other asset management industry best practice, with extensive knowledge of statutory maintenance obligations, including legislation and AS/NZS requirements.
- Commercial acumen and strong leadership, with proven ability to develop and maintain internal and external relationships.

## 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.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Adept
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Adept
	Technology	Advanced
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	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
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Maintain a high level of personal motivation</li> <li>Take the initiative and act in a decisive way</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> <li>Translate technical and complex information concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Actively listen and encourage others to contribute inputs</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</li> </ul>
		<ul style="list-style-type: none"> <li>Drive a culture of achievement and acknowledge input of others</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control output of business unit to ensure government outcomes are achieved within budget</li> <li>Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>Ensure business plan goals are clear and appropriate including contingency provisions</li> <li>Monitor progress of initiatives and make necessary adjustments</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately</li> <li>Consider the implications of a wide range of complex issues, and shift business priorities when necessary</li> <li>Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li><li>• Monitor and report on performance of team in line with established performance development frameworks</li></ul>