



## ROLE DESCRIPTION MANAGER ASSETS AND INFRASTRUCTURE

Cluster	Stronger Communities
Directorate / Business Unit	Preparedness & Capability   Assets & Infrastructure
Role Number	52008586
Grade	RFS Level 12/13
ANZSCO Code	133111
PCAT Code	1122292
Date of Approval	20 October 2022
Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>

### About Us

The NSW Rural Fire Service (NSW RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The NSW RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the NSW RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the NSW RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the NSW RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

### Leadership Commitment

- › Value and recognise the contribution of our people
- › Create an environment where people can be at their best
- › Work together to deliver the best community outcomes
- › Be responsive and hold ourselves and each other to account
- › Appreciate our different backgrounds and experiences make us greater

### Role Purpose

The role manages the NSW RFS property portfolio and asset management lifecycle for facilities across the state. The role program manages the state-wide facilities build program overseeing all large construction projects with direct accountability for organisational reporting, and manages building services at NSW RFS Headquarters and State Warehouse (Glendenning).

## Key Accountabilities

1. Manage the NSW RFS property portfolio, lease and contract negotiations, government reporting, and comprehensive maintenance agreements, optimising the use of public monies.
2. Lead and manage the planning, acquisition, maintenance, operation, reporting requirements and disposal of assets across the State, in compliance with Treasury Policy.
3. Lead and manage new and existing building service agreements and oversee facility management. Oversee contracted work at Headquarters and State Warehouse (Glendenning), ensuring compliance with agreed specifications.
4. Oversee all large construction projects and maintain overall program management visibility for station and facility builds across the State. Maintain situation awareness of each project for accountability of organisational budgeting, risk management and reporting.
5. Develop and implement policy and effective procurement processes, including category management strategies.
6. Embed a purpose-driven culture and effective people management practices to drive member engagement and service delivery to the community.
7. Lead a proactive approach to the continuous improvement of work health and safety, ensuring safe systems of work and management commitment to member wellbeing
8. Lead and cultivate collaborative working relationships to deliver the best organisational and community outcomes.

## Essential Requirements

- A Degree or Graduate Certificate in a relevant discipline (e.g. construction, asset or project management).
- Current Driver Licence, and ability and willingness to travel.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

## Key Knowledge and Experience

- Conversant with program management principles, WHS, risk management and asset management standards and legislation, to enable the provision of safe, accessible, and appropriate work venues, facilities and infrastructure, including the review of related policies.
- Exercise due diligence in regard to duties and obligations under the Work, Health and Safety Act and associated legislation.
- Genuine appreciation and understanding of a volunteer-based community service.

## Role Dimensions

### Decision Making

- The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

- The role is guided in its decision making by the NSW RFS Administrative Delegations (Policy P2.1.1) and NSW RFS Financial Delegations (Policy P4.1.1)

### Reporting Line

The role reports to the Director, Logistics and Equipment.

### Direct Reports

The role has up to four (4) direct reports.

### Budget/Expenditure

The role has financial delegations and an assigned budget.

### Key Relationships – Internal






Who	Why
➤ Director	➤ Provide specialist advice, and work in close collaboration to ensure the seamless delivery of services.
➤ Team	<ul style="list-style-type: none"> <li>➤ Lead and provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.</li> <li>➤ Set performance expectations, provide leadership, direction and support.</li> </ul>
➤ Internal Committees	➤ Maintain engagement, provide professional guidance and organisational reporting.
➤ Executive, Managers and Supervisors	➤ Foster effective working relationships, collaborate and create buy-in.
➤ All NSW RFS Members	➤ Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.

### Key Relationships – External

Who	Why
➤ Other Government Departments and Emergency Services Agencies	➤ The incumbent communicates with other government agencies and kindred organisations about routine matters relating to the work of the Unit to achieve value for money outcomes optimise the use of existing government contracts and to deliver 'shared services solutions'.

## Capabilities for the Role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

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