

POSITION DESCRIPTION

Position Title:	Coordinator, Assets
Department:	Civil Infrastructure
Division:	Technical Services & Operations
Grade:	City Services Coordinator, CO3
Approved Status:	Permanent Full Time – 38 hours/week
Last Reviewed:	September 2017
Reviewed By:	Manager, City Services

1. Objectives of Position

- 1.1. Ensure all Council assets (including buildings, civil infrastructure, parks etc.) are maintained to the appropriate standard as specified in the Asset Management Plans
- 1.2. Adhere to a program of inspections for Council's asset network to ensure proactive maintenance, early identification and remedy of hazards, accurate record keeping and appropriate prioritising or works

2. Key Accountabilities

2.1. Technical / Operational

- 2.1.1. Undertake proactive inspection of Council's assets (according to a formal Program of Inspection) including the early identification of required works, the accurate reporting of outcomes and prioritisation of works in order to uphold the structural soundness of assets.
- 2.1.2. Manage the scoping and implementation of projects and packages of work as allocated.
- 2.1.3. Undertake reactive inspection as required. Prioritise work requests, inspect assets, report on outcomes and provide response to customers.
- 2.1.4. Analyse inspection outcomes for the preparation of effective and appropriate maintenance and renewal programs including (where relevant) the coordination of external providers.
- 2.1.5. Assist with maintenance of Asset Management System (AMS) and Geographic Information System (GIS).
- 2.1.6. Undertake the coordination, monitoring and reporting of Utility Works Notifications, Road Occupancy Approvals, builders' damage deposits, and vehicular crossings.
- 2.1.7. Resolution of infrastructure matters within Council managed lands.
- 2.1.8. Interpretation of complex civil construction drawings and project manage the implementation of construction works.
- 2.1.9. Conducting surveying tasks for the purpose of implementing site set-outs for construction works and verification of specification compliance.

2.2. Financial

- 2.2.1. Prepare quotes and correspondence to facilitate works on Council assets by third parties.
- 2.2.2. Manage a budget within delegated authority and standards.

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2.3. Management & Leadership

- 2.3.1. Monitor and supervise maintenance works (where required) to ensure construction, restoration and design standards are met.

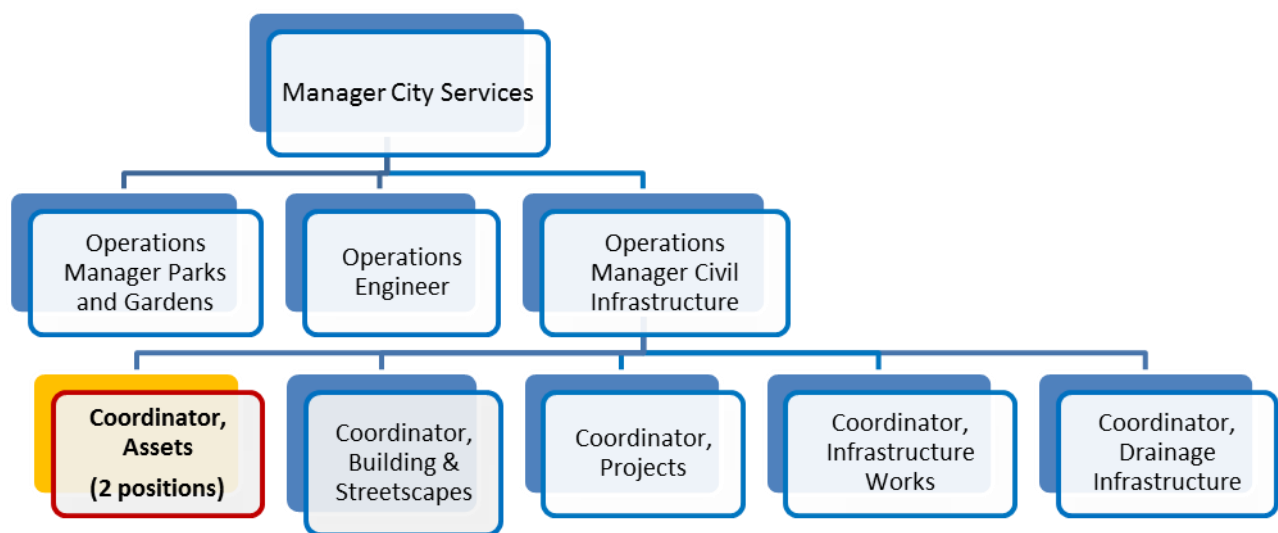
2.4. Communication, Consultation & Engagement

- 2.4.1. Communicate and negotiate with Utilities regarding restoration requirements to ensure works will meet quality standards and to support Council's financial sustainability.

2.5. General

- 2.5.1. Comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.5.2. Collaborate and communicate with the City Services team members to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- 2.5.3. Support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to improve operational efficiency.
- 2.5.4. Maintain a commitment to workplace safety, risk mitigation and EEO acting to rectify where necessary.

3. Position / Department Structure



4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Diploma level qualification (minimum) in the field of surveying or civil engineering
- 4.2. Demonstrated asset condition assessment experience in a number of the following asset classifications:
 - 4.2.1. Civil infrastructure assets, such as roads, pavements, kerbs, gutters, footpaths, pavement line markings and sea-walls.
 - 4.2.2. Streetscape assets, such as signs, road-side fencing, guard railings, bench seats, Litter bins and parks based assets.
 - 4.2.3. Building assets, such as amenity blocks, childcare facilities, Administration Centres.
- 4.3. Demonstrated ability to interpret Civil Construction drawings and project manage the implementation of construction works.
- 4.4. Demonstrated ability to conduct surveying tasks for the purpose of implementing site set-outs for construction works and verification of specification compliance.
- 4.5. Demonstrated experience in recommending cost-effective repairs to address asset degradation and related analysis and reporting
- 4.6. Demonstrated Project Management experience in the supervision of asset rectification work.
- 4.7. Excellent written and verbal communication skills with ability to translate professional jargon into laymen terms for ease of understanding.

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- 4.8. WorkSafe NSW accredited Construction Induction Card.
- 4.9. Excellent computer literacy with sound understanding of GIS software and asset management systems
- 4.10. Current 'Class C' Drivers Licence.

5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. Traffic Control Certificate – Level 2, with an understanding of Level 1 accreditation.
- 5.2. Higher class licence and work certificates.
- 5.3. Certificate IV in Workplace Training and Assessment.
- 5.4. Private sector experience in the delivery of Civil Infrastructure and / or Building assets

6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Supervisor / Manager

Signed: _____ Date: _____
Director / General Manager

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

2. Equal Employment Opportunity Responsibilities

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

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6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations for Technical Services and Operations City Services and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

8.4. Teamwork

We work together collaboratively, and in support of each other.

8.5. Respect

We treat each other the way we would like to be treated.

9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____

Appointed employee

Date: _____

Initialled: _____

Supervisor / Manager

Date: _____

SKILL PROGRESSION & ASSESSMENT RECORD

Generic skills - Apply at all salary steps

Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	Work area is well organised and safe in accordance with relevant standards/policies						
	Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken						
	Workload is reviewed and prioritised within allocated timeframes						
	Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct						
	Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes						
Communication	Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times						
Code of Conduct, organisational policies, operating management standards and procedures	Comply with the requirements of Council's Code of Conduct						
	Comply with all organisational policies, operating management standards and procedures						
Customer Service	Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy						

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	A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines						
	Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)						
EEO	The principles of equal employment opportunity are observed and implemented						
Maintain Records	Confidentiality of information and records is maintained						
	Records are secured, accessible, accurate and up to date						
	Complies with Council's Records Management Policy and the State Records Act 1998						
Organisational Values	Creativity – explore, and encourage others to explore, opportunities and new ideas						
	Fun – Maintain a positive attitude and get to know others in the workplace						
	Leadership – Inspire and enable themselves and others to reach their full potential						
	Respect – Work together collaboratively and in support of each other						
	Teamwork – treat others the way you would like to be treated						
Sustainability	Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures						
WH&S and Risk Management	Take reasonable care for the health and safety of themselves and others						
	Cooperate with any reasonable policy or procedure of Council in relation to WH&S						
	Reports all incidents, hazards and near misses to their direct supervisor						
	Use Personal Protective Equipment (PPE) where appropriate						
	Maintain all tickets, licences, operative training etc, required for the job.						
	Attend all specified training and induction courses						
	Participate in workplace inspections						

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Step 1							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Meet Essential Qualifications and Experience							
Lead and manage teams	<ul style="list-style-type: none"> Difficulties in meeting work requirements are identified and solutions are sought within the functional group The contribution of all team members to outcomes is acknowledged Options for resolution of conflict are identified which allow for constructive responses to be negotiated Training is provided to staff. Coordinates and manages team meetings and tool box sessions regularly and efficiently - councils directions objective, plans and priorities are conveyed and understood. A proactive approach to leadership of the team is maintained to ensure teams are working effectively and efficiently. Ideas to improve work practices are discussed and clarified with team members. 						
Budgeting	<ul style="list-style-type: none"> Income and expenditure are checked against budgets monthly and per project. Expenditure is kept within budget and any potential variations are discussed with manager and/or reported according to Council requirements. Financial software is utilised and payments and orders are processed in accordance with Council practice. Records of resource allocation and usage are current and complete according to relevant legislation and procurement policy requirements. 						
Provide service to customers	<ul style="list-style-type: none"> Customer needs and expectations are clarified and agreed upon with customers. Council's position and the extent of assistance that can be provided, including arrangements are identified and clarified with the customer. <i>Communication</i> with the public is conducted in a courteous 						

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Step 1							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	<p>manner and in accordance with council policy.</p> <ul style="list-style-type: none"> • Council procedures are followed when dealing with difficult customer situations. • All assigned tasks and applications are processed and completed via the various software systems. • Feedback is provided to the customer regarding receipt of request, proposed action and works undertaken. • Correct referrals are made to other people or departments in such a way that minimises inconvenience to customer. 						
Written Communication skills	<ul style="list-style-type: none"> • Approvals requiring written correspondence shall be clear and concise with instructions on what is required to finalise the matter. 						
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> • Teams understand and comply with Safe Work Method Statements (SWMS) and Material Safety Data Sheets (MSDS) • Teams understand WH&S as it applies to the immediate work area. • Risk management issues are identified and addressed in the work area. • Ensure that WH&S requirements are applied in daily work activities. • Ensures safety signage and safe work practices to maintain team and public safety. • Hazards in the work area are recognised and reported to designated personnel according to workplace procedures. • Incidents or accidents are investigated and reported according to Organisational Policy. • Ensures that all members of the team fill in accident report forms and completes accident investigation and risk management forms in a timely manner. • Monitor worksites to ensure that WH&S standards are met, and risks are minimised. • Update and maintain MSDS and safe work method statements and keep staff informed of requirements. 						

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Step 1							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Plan and coordinate works	<ul style="list-style-type: none"> Regular inspections are carried out and assessed in accordance with Council requirements and matrix. Work schedules are established outlining required equipment, resources, materials and optimum timing to complete works. Ability to read, understand and interpret plans and specifications and organise work in accordance with plan requirements. 						
Estimation and costings	<ul style="list-style-type: none"> Material quantities and equipment requirements are calculated to ensure an on-going work program and matrix is maintained according to the scope of the project. Work program is monitored and adjusted to ensure the site is developed according to the needs of management and/or the client, and to ensure that project outcomes are reached within designated time lines. Material quantities are ordered and checked for quantity and quality. 						
Traffic control planning	<ul style="list-style-type: none"> Work site is assessed and a traffic control plan is developed in accordance with Australian standards Residents, council customer service, emergency services and authorities are advised of temporary traffic control arrangements. Ensure traffic control devices are set up according to TCP. Ensure their work area is clearly defined and separated by traffic control devices. Ensure traffic flow is monitored and adjustments are made to maintain flow. Record of TCP is maintained according to workplace procedures. 						
Supervision of contractors	<ul style="list-style-type: none"> Engage services of contractors by the placement of Purchase Order in keeping with Council's procurement policy and probity requirements and contractors package. Ensure that contractors maintain currency with respect to WH&S policy and procedures and SWMS are consistent with 						

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Step 1							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	the job being undertaken. <ul style="list-style-type: none"> Undertake risk assessment and site induction with contractors. Monitor safety performance and quality of work in conjunction with pre-defined hold-points. 						
Project management	<ul style="list-style-type: none"> Preparation of project folder with all necessary information for effective on-site monitoring of project. Establishment of hold-points for work control and auditing of sequential stages before progress is authorised to proceed. 						
Use of technology	<ul style="list-style-type: none"> Able to apply basic organisational software (eg Microsoft Word, Excel, Outlook) to facilitate work. Tech-One and other corporate suite of applications are efficiently and effectively utilised, data is entered, checked and amended in accordance with organisational and task requirements. Data entry meets designated timeframes. 						
Coordination of Restorations	<ul style="list-style-type: none"> To manage the process involved in the opening & restoration of road and footpath areas, including developments and private works as a result of activities by public utility authorities, network service providers, builders, plumbers and other trades people. To provide pre commencement reports in the areas of hoarding permits, bond releases DA assessments & restorations. To provide professional and technical services and advice in the areas of Roads, Drainage, Driveway, footpaths, utility authority restorations and DA assessments. To manage income and expenditure in accordance with Council's approved budget, revenue recovery and fees & charges. To provide inspection, negotiation and programming of works. 						

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Step 2							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Lead and manage teams	<ul style="list-style-type: none"> Performance and behaviour serves as a positive role model for others. Standards and values considered to be damaging to the organisation are questioned through established procedures, and communicated in a way which encourages individuals/teams to take responsibility for their work. Individuals/teams efforts and contributions are encouraged, valued and acknowledged. Expectations, roles and responsibilities are communicated in a way which encourages individuals/teams to take responsibility for their own work. Individuals/teams participate actively in the decision making processes. 						
Provide services to customers	<ul style="list-style-type: none"> Effective communication is used that is appropriate to the relationship with the customer and the purpose of the interaction. Requests for information are actioned or the customer is referred to appropriate information source for further assistance. Relevant council policies, procedures, works and restrictions are clarified to the public in a comprehensive and courteous manner. In the event of a complaint, corrective action is taken where possible or a resolution process is mutually agreed upon. 						
Plan and coordinate works	<ul style="list-style-type: none"> A preventative maintenance strategy is developed and prioritised to meet councils safety standards and asset management program. 						
Written Communication skills	<ul style="list-style-type: none"> Drafting of written correspondence involving non-standard situations to residents is clear, concise and thoroughly researched with correct reference to relevant policies and specifications. Such correspondence is to be prepared for Manager Approval 						
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> Ensure breaches of non-conformance of safety, quality and workmanship standards are dealt with promptly and reported to the manager. Investigate incidents of safety breaches and recommend corrective action. 						
Plan and coordinate	<ul style="list-style-type: none"> A preventative maintenance strategy is developed and prioritised to 						

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Step 2							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
works	<p>meet councils safety standards and asset management program.</p> <ul style="list-style-type: none"> Improvements to work scheduling for the projects allocated are to be identified and recommended. Assets are inspected with a view to scheduling the work to be completed within the constraints of the assigned budget. 						
Estimates and costings	<ul style="list-style-type: none"> Details of customer requirements are obtained through discussion with customer or from information supplied. Time estimates for job requirements are calculated based on industry times, staff estimates, standard service/repair times, relevant specifications, and sub-contracted work time. Job cost estimate is documented and agreed with repairers/external service providers. Variations between the specified scope of service and the contract are identified and document and the relevant personnel are notified without delay in writing. Total materials, labour and overhead costs are calculated in accordance with enterprise procedures. Final cost to customer is calculated. 						
Traffic control planning	<ul style="list-style-type: none"> TCP's are modified to suit local conditions 						
Project management	<ul style="list-style-type: none"> On-site assessment of claims for variations and acceptance / rejection of variation proposals. 						
Use of technology	<ul style="list-style-type: none"> Able to apply basic organisational software (eg Microsoft Word, Excel, Outlook,) to facilitate work. ECM data is entered, checked and amended in accordance with organisational and task requirements. Data entry meets designated timeframes. 						
Coordination of Restorations	<ul style="list-style-type: none"> To negotiate with Utility representatives for a fair outcome regarding compensation for damage to Council assets. 						

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Step 3							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Lead and manage teams	<ul style="list-style-type: none"> Work plans are developed and implemented in accordance with the organisation's goals and objectives. Personal performance contributes to developing an organisation which has integrity and credibility. Ideas and information is readily shared with colleagues and management Feedback processes are used effectively to monitor the implementation and impact of decisions. 						
Provide service to customers	<ul style="list-style-type: none"> Referrals made to other people or departments are conducted in such a way as to minimise inconvenience to the customer. Information provided to the public is accurate and timely. Customer feedback is reviewed in consultation with work group and changes or improvements are considered. 						
Written Communication skills	<ul style="list-style-type: none"> Information on policies, procedures, programs, hazards and outcomes of risk assessment and control procedures is regularly provided and is accurately and clearly explained to teams. Outcomes of consultation over OHS issues are promptly communicated to teams. Inadequacies in existing risk control measures are identified and reported to designated personnel. Control measures to prevent recurrence and minimise risks are implemented. Arrangements are made for meeting OHS training needs in both on and off the job training programs in consultation with relevant parties. 						
Project management	<ul style="list-style-type: none"> Assessment of latent conditions on site, and development of solutions in collaboration with contractor to ensure project progress continues with most cost-effective outcome. 						
Plan and coordinate works	<ul style="list-style-type: none"> Program plans are drawn up, reviewed and amended at least quarterly. Personnel and other resources required to undertake the works 						

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Step 3							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	<ul style="list-style-type: none"> are identified according to scope and urgency of the project. Utilise knowledge and experience in the use of basic survey equipment to assist in setting out and checking levels to ensure work is proceeding in accordance with approved design. 						
Use of technology	<ul style="list-style-type: none"> Able to fully apply organisational software functions that are appropriate to position requirements (eg Microsoft Word, Excel, Outlook,) to facilitate work. ECM data is entered, checked and amended in accordance with organisational and task requirements. Data entry meets designated timeframes. Filtering of Defects Register and Works Order system to develop Packages of Works. 						
Coordination of Restorations	<ul style="list-style-type: none"> Revise rates used for pricing of Utility work to ensure pricing is commercially competitive and archives a high degree of success. 						
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> Information on policies, procedures, programs, hazards and outcomes of risk assessment and control procedures is regularly provided and is accurately and clearly explained to teams. Outcomes of consultation over OHS issues are promptly communicated to teams. Inadequacies in existing risk control measures are identified and reported to designated personnel. Control measures to prevent recurrence and minimise risks are implemented. Arrangements are made for meeting OHS training needs in both on and off the job training programs in consultation with relevant parties. 						

Step 4							
Common Skills	Standard for the Use of Skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Lead and manage a team	<ul style="list-style-type: none"> Work plans, matrix and programs are developed giving full consideration to the activities outlined in FP 20. Feedback is provided to the manager on group performance and achievement of targets and objectives. Proposes innovative strategies to improve work performance and productivities. 						
Provide service to customers	<ul style="list-style-type: none"> Opportunities to enhance quality of service are identified and appropriate action is taken. Any necessary documentation is obtained, completed and processed according to council procedures. A positive image of council is presented and maintained in all dealings with the public. A calm and conciliatory approach to difficult customer situations is demonstrated with a focus on constructive problem solving. 						
Estimation and costing	<ul style="list-style-type: none"> Time estimates for job requirements are calculated based on staff estimates, standard service/repair times, specifications, and sub-contracted timeframes Service/repair times are estimated and compared to documented estimate to ensure repair/project is viable Turn-around times for work completed by sub-contractor are incorporated into total time estimates Estimating and costing involves preparation of the estimate from tenders plans and specifications. Contract costs are monitored on a regular basis to ensure that the service is carried out in accordance with financial and contractual requirements. 						
Supervision of subcontractors	<ul style="list-style-type: none"> Onsite/offsite negotiation of work required to standard, cost and time requirements. 						
Use of technology	<ul style="list-style-type: none"> Able to fully apply organisational software functions that are appropriate to position requirements (eg Microsoft project and traffic control software) (to facilitate work). 						
High standard of written communication	<ul style="list-style-type: none"> Letters to public is clear, succinct, unambiguous and fully addresses the enquiry. Meeting minutes are clear and confirm actions required. 						

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Step 5 – Work Plan
Part 1 -To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	<i>Responsible for community engagement program which includes:</i> <ul style="list-style-type: none"> • <i>Citizen's Panel review of Council services</i> • <i>Customer Satisfaction Surveys</i> • <i>Community workshops on FP20 & Resourcing Strategies</i> 							

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Step 5 – Work Plan

Part 2 –General, Planned or Ongoing Activities (including Professional Development opportunities)

Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
		Standard Met			Standard Met			
		Yes	No	N/A	Yes	No	N/a	
Example	Taking on higher level responsibilities Exposure to other work activities Improvements in current work practices							
Promote team effectiveness	<ul style="list-style-type: none"> Suitably qualified and experienced staff are recruited Roles and responsibilities are clearly communicated to staff members Training opportunities are provided Teamwork is developed to enable staff to meet organisational goals Work is undertaken in accordance with Management Plan objectives and budget provisions A high level of satisfaction is achieved with internal and external customers 							

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Step 5 – Work Plan

Part 2 –General, Planned or Ongoing Activities (including Professional Development opportunities)

Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
		Standard Met			Standard Met			
		Yes	No	N/A	Yes	No	N/a	
Budgeting	<ul style="list-style-type: none"> • Effective and comprehensive methods for discovering alternative or additional sources of funding or income are employed (grants, tenders, private works) • Comments on draft budgets are considered and relevant people are advised of implications • Relevant people are informed of budget requirements in a timely and accurate manner 							

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Step 6 – Work Plan
Part 1 -To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	<i>Responsible for community engagement program which includes:</i> <ul style="list-style-type: none"> • <i>Citizen's Panel review of Council services</i> • <i>Customer Satisfaction Surveys</i> • <i>Community workshops on FP20 & Resourcing Strategies</i> 							
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Step 6 – Work Plan

Part 2 –General, Planned or Ongoing Activities (including Professional Development opportunities)

Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
		Standard Met			Standard Met			
		Yes	No	N/A	Yes	No	N/a	
Example	Taking on higher level responsibilities Exposure to other work activities Improvements in current work practices							
Estimations and costings	<ul style="list-style-type: none"> Disagreements on overexpenditure and variations are investigated to determine cause and validity. 							
Contract management	<ul style="list-style-type: none"> Assists the manager in the preparation of tender documentation and ongoing assessment of contractor performance. 							

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<p>Promote team effectiveness</p>	<ul style="list-style-type: none"> • Supports and encourages effective interdepartmental communication and relationships • Is seen as a reliable and informed stakeholder in interdepartmental projects. • Develops and fosters good working relationships within Council. • Seek external examples and ideas to feed into the team. • Proactively discuss and explore ideas with team members. • Actively encourages team members to participate in and take responsibility for team activities. • Ensures own contribution to work team serves as a role model for others and enhances the organisations image. • Maintain open communication with line manager to work through issues that impede performance. 							

<p>Agreement</p>					
<p>The Skills Descriptors are current and accurately reflect the requirements of the position.</p>					
<p>Manager Name:</p>	<input type="text"/>	<p>Signature:</p>	<input type="text"/>	<p>Date:</p>	<input type="text"/>
<p>Employee Name:</p>	<input type="text"/>	<p>Signature:</p>	<input type="text"/>	<p>Date:</p>	<input type="text"/>