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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning Industry & Environment |
| **Division/Branch/Unit** | Place, Design & Public Spaces / Greater Sydney Parklands / Operations, Visitors and Sport |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **ANZSCO Code** | 149913 |
| **Role Number** | TBC |
| **PCAT Code** | 3122211 |
| **Date of Approval** | September 2015 (updated 20 November 2020) |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Greater Sydney Parklands is a NSW government city-wide agency created to become Sydney’s leading urban parks advocate. In partnership with communities, state and federal government agencies, and local councils, it will plan for and expand great open spaces and parklands and champion the NSW Government’s new 50 Year Vision for Sydney’s Open Space and Parklands.

Greater Sydney Parklands currently brings together in a combined administration three independent Parks agencies and Trusts: the Centennial Park and Moore Park Trust, Parramatta Park Trust, and Western Sydney Parklands Trust, as well as the parklands of Callan Park and Fernhill Estate.

Primary purpose of the role

The Manager, Asset & Risk Systems directs the Asset & Risk management group in the provision of maintenance planning, asset information management, health and safety and risk management so as to enable operational delivery staff to meet their objectives. This role is responsible for efficient and economical asset and risk management support operations that meet the organisational objectives of the GSP.

# Key accountabilities

* Lead the development, implementation and embedding of comprehensive asset management, risk management and work health and safety support systems, including the establishment of systems, policies, procedures and standards.
* Manage and ensure the effective delivery of support systems, including reporting, in maintenance planning, procurement, plant and vehicle fleet management, utilities management, asset systems management, work health and safety, and risk systems to enable effective asset and facilities management and maintenance to be undertaken at all GSP sites.
* Facilitate and promote the systematic application of risk management processes across the GSP team for the identification, analysis, assessment, treatment, and monitoring of risk in policies, programs and processes including business continuity planning.
* Work collegially with the Executive Team to confirm risk management priorities, assess and validate potential risk events, and formulate effective management and mitigation strategies.
* Develop, implement, conduct and review condition inspection systems for the coordination of asset information with staff responsible for the maintenance of assets.
* Develop and communicate strategic asset management plans, works schedules, programs and other operational frameworks to ensure that the GSP’s capacity to protect and conserve its assets and values is maximised and is managed in accordance with government priorities.
* Ensure the Asset Management Systems and data bases are maintained, auditable and current.
* Maintain effective financial planning, including asset valuations and depreciation, expenditure and budget controls to ensure that resources are matched to the Asset Management support function priorities.

Key challenges

* Maintain knowledge of current federal, state and local laws and regulations affecting asset and facilities management activities and Work, Health and Safety (WHS) (including, but not limited to, building codes, Australian maintenance standards, asset accounting, audit, employment, safety and environmental standards, laws and regulations).
* Promoting risk management awareness and knowledge, with associated performance monitoring in a geographically dispersed organisation.
* Developing and implementing innovative solutions to resolve issues, relating to asset, WHS and risk management operations.

Key relationships

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| **Who** | **Why** |

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| --- | --- |
| **Internal** |  |
| Director, Operations, Visitors & Sport | * Receive guidance and support * Provide expert advice in the development of agency systems * Provide regular updates and reports on issue/ activities |
| Direct reports / work team | * Provide guidance, support, exchange information and facilitate ongoing professional development |
| Agency staff / other staff | * Work collaboratively to contribute to achieving business outcomes * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Industry professionals / Consultants | * Exchange specialist knowledge/advice * Seek/maintain specialist knowledge/advice and collaborate on the implementation of agency strategies, to keep abreast of best practice in Asset and Risk Management. |
| Key Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. * Develop and maintain cooperative, productive and professional working relationships with key stakeholders ensuring continual review, identification and implementation of best practice. |
| Contractors and Suppliers | * Negotiate, manage contracts and monitor provision of service, ensure contractual obligations and service standards are met. |

# Role dimensions

## Decision making

The Manager, Asset & Risk Systems is expected to operate with a high level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and staff supervised. The role is accountable for the quality, integrity and accuracy of the content of advice provided and refers complex issues and all matters requiring a higher authority to supervisor/manager for resolution.

## Reporting line

This role reports to the Director, Operations, Visitors & Sport

## Direct reports

3 direct reports

## Budget/Expenditure

The Manager, Asset & Risk Systems is accountable for expenditure within delegations, for the conduct of systems maintenance activities including the engagement of consultancy services.

Key knowledge and experience

* Extensive experience in a relevant management role in assets / facilities management including the management of asset management systems and support services (Computerised Maintenance Management Systems and SAP).
* Demonstrated management experience in the delivery of support services to operational asset and facilities management staff including asset valuations, asset register maintenance, including maintenance planning, fleet management, risk management and/or WHS system management.
* Demonstrated management and leadership skills at a senior level, including the ability to initiate and manage change, allocate resources effectively and maximise staff potential within a multi-disciplinary team.

Essential requirements

* Relevant tertiary qualification or equivalent relevant experience in asset, property, finance, facilities or project management.
* Ability to travel to and attend work at any site within the GSP portfolio.
* Current drivers licence.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Model the highest standards of ethical and professional behaviour and reinforce their use  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Use facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements and be open to compromise  Keep discussions focused on the key issues | Intermediate |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Champion the use of innovative technologies in the workplace  Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies  Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes  Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes  Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | * Collaborate to set clear performance standards and deadlines in line with established performance development frameworks * Look for ways to develop team capability and recognise and develop individual potential * Be constructive and build on strengths by giving timely and actionable feedback * Identify and act on opportunities to provide coaching and mentoring * Recognise performance issues that need to be addressed and work towards resolving issues * Effectively support and manage team members who are working flexibly and in various locations * Create a safe environment where team members’ diverse backgrounds and cultures are considered and respected * Consider feedback on own management style and reflect on potential areas to improve | Intermediate |
|  | **Optimise Business Outcomes**  Manage people and resources effectively to achieve public value | | Develop team and unit plans that consider team capabilities and strengths  Plan and monitor resource allocation effectively to achieve team and unit objectives  When planning resources, consider the attraction and retention of people of diverse cultures, backgrounds and experiences  Ensure that team members work with a good understanding of business principles as they apply to the public sector context  Participate in wider organisational workforce planning to ensure that capable resources are available | Intermediate |

# 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.

| COMPLEMENTARY CAPABILITIES | | | | |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
| Project Management | | Understand and apply effective planning, coordination and control methods | Adept |
|  |
| Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |