

Position Description

Position Title:	Senior Asset Manager – Buildings
Grade:	L
Department:	Strategic Asset Management
Reports to:	Strategic Asset Management Coordinator – Buildings and Open Space
Direct Reports:	Nil
Date:	November 2025

Position Purpose

Develop and implement robust strategic planning processes for the whole of life asset management of Council's building assets, including building services. Ensure the building portfolio complies with all regulatory and legislative requirements, including essential services, fire safety and the Building Code of Australia. Lead the investigation, analysis, scoping, planning and prioritisation of work to maintain operational efficiency and long-term sustainability of Council's buildings. Collaborate closely with Council's internal teams and external stakeholders to understand evolving user needs, identify and prioritise asset projects and renewals and optimise scheduled maintenance programs accordingly.

Key Result Areas

1. Asset Planning and Management

Major Actions

- Develop, implement and monitor asset management strategies for Buildings that meet the requirements of Council's Community Plan, Delivery Program, and Resourcing Strategy.
- Develop and maintain Asset Management Plans for Buildings assets.
- Identify and scope capital projects, including budget cost estimates, to develop and maintain an ongoing 10-year renewal program, which includes a detailed 4-year program.
- Negotiate and establish service level agreements for all building assets and services across the organisation.
- Assist in the development of Contracts that manage Council's buildings operations and maintenance, including providing scopes and schedules. Provide panel support for quotations and tenders related to buildings assets when required.
- Work closely with stakeholders to understand evolving customer requirements to identify, prioritise and program asset renewals, and optimise scheduled maintenance regime accordingly.
- Prioritise, plan, coordinate and control asset renewals and scheduled maintenance programmes, new building assets and capital improvements using analysis and interpretation.
- Evaluate, optimise and coordinate effective scheduled maintenance programmes to assist in prolonging asset lifecycle in line with compliance, risk, designated levels of service and budget.
- Develop and actively manage robust strategic planning processes around whole of life asset management of Council's building assets.
- Provide strategic advice and value-based recommendations within Council to optimise the performance of building assets and ensure business objectives are achieved. Preparation of scope for individual projects and budget cost estimates, ensuring full life cycle costs are considered.
- Ensure handover of developer & Council constructed assets are completed to ensure compliance with BCA, and quality is achieved, capturing and document all required asset information.

Key Result Areas

2. Asset Governance

Major Actions

- Provide technical advice to inform the long-term sustainability of Councils Buildings Portfolio
- Ensure Council's buildings assets, meet the legislative requirements for essential services, fire safety and BCA Compliance.
- Ensure Council's buildings assets have up to date essential fire safety measures, Fire Safety Schedules and Annual Fire Safety Statements
- Develop and actively manage procedures and standards to provide governance, assurance and consistency around whole of life asset management of Council's building assets.
- Develop and actively manage the risk-based asset management plans and strategies to enable the provision of effective, efficient and customer-focused services.
- Develop and actively manage robust quality control processes in a dynamic and challenging environment and ensure the team has the capability to meet the demand for their services.
- Develop and actively manage robust processes to perpetually collect and upload comprehensive asset data and information.
- Develop reports and presentation material that effectively communicate risk exposures, asset performance and funding requirements.

3. Strategic Advice and Problem Solving

Major Actions

- Provide high level subject matter expertise, technical advice and professional guidance to all areas of Council's building renewals, operations and maintenance.
- Provide strategic advice to stakeholders in the preparation of grant applications relating to the acquisition, capital improvement, asset renewal and scheduled maintenance of building assets and asset lifecycle costing.
- Resolve a diverse range of complex problems often involving competing priorities.

4. Departmental Contribution and Management

Major Actions

- Be a team player with a genuine desire to provide exceptional customer service.
- Provide input to the development of the department budget.
- Prepare and make representations/presentations to internal and external forums on behalf of the department.
- Participate in the development of departmental policy, management and future direction.
- Attend departmental meetings as necessary.

Key Result Areas

5. Staff Supervision, Support and Development

Major Actions

- Plan, allocate and monitor work.
- Evaluate and report on performance.
- Identify and act on the training needs of staff.
- Contribute to the development of training plans for staff.
- Facilitate and encourage a cooperative team environment.

6. Customer Service

Major Actions

- Provide effective service to Council customers, internal and the community
- Accurately identify the needs of customers and take appropriate action to satisfy customer needs
- Present a positive image of Council

7. Corporate Governance and Effective Work Practices

Major Actions

- Carry out work in line with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Council's Code of Conduct, Values and relevant policies and procedures
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others and use positive communication techniques
- Resolve workplace conflict in line with Council policy
- Undertake recordkeeping activities in accordance with Council's Records Management business rules, procedures, policies and State Records Legislation

8. Work Health and Safety (WHS)

Major Actions

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Tertiary qualification in Engineering or Building Services or a related discipline
- Extensive knowledge of building compliance legislation and applicable Australian Standards including a thorough understanding of essential services, fire services, essential fire safety measures, Annual Fire safety Statements and equipment (FIP, EWIS)
- Extensive experience in strategic asset planning and preparation of assets management plans and strategies
- Effective communication, negotiation and stakeholder management skills coupled with a collaborative and influential management style
- Demonstrated ability to work without direct supervision
- Demonstrated ability to work within timeframes and achieve established performance standards
- Current Class C Driver Licence

Desirable

- Previous local government experience
- Demonstrated experience in incorporating sustainability in asset planning

PENRITH CITY COUNCIL CAPABILITY FRAMEWORK

Our Capability Framework provides a set of 25 capabilities, expressed as behaviours, which set out clear expectations about performance and articulates what 'good' looks like in our organisation. The capabilities are grouped into 5 clusters: 'Leading Best Self,' 'Leading Human Connection,' 'Leading Optimal Results,' 'Leading People Authentically' and 'Leading Strategic Direction.' The capabilities act like building blocks and increase in complexity from the bottom to the top, as well as from left to right, across the framework. The capabilities are shaded according to the expectation for the role, being 'Core', 'Growth', 'Assumed' or 'Not in Scope' capabilities. The cumulative nature of the capabilities under each cluster, means an employee should be able to demonstrate the behaviours required of each capability, up to and including the capability deemed 'Core' for their role. *Please note Capability Mapping is subject to change and will be reevaluated from time to time. As such, you will be notified appropriately of any changes in the future and issued with the relevant updated Capability Mapping. Employees refer to the [Capability Framework Guide](#) for the list of behavioural descriptors.*

SENIOR ASSET MANAGER – BUILDINGS CAPABILITY MAPPING

LEADING BEST SELF	LEADING HUMAN CONNECTION	LEADING OPTIMAL RESULTS	LEADING PEOPLE AUTHENTICALLY	LEADING STRATEGIC DIRECTION
INNOVATING Creative thinker that finds and implements new ways of doing things	INFLUENCING Can think on their feet and persuade a group of individuals towards their ideas and thinking	LEADING PROJECTS AND CHANGE Leads projects and change initiatives, demonstrating the 'art' and 'science' of project and change management	LEADING ORGANISATIONAL CULTURE Emanates inspirational and authentic leadership, walking the talk, creating a culture of trust and leading through ambiguity	CREATING ORGANISATIONAL VISION AND STRATEGY Creates a compelling vision and strategy to meet the needs of the community both now and into the future
EMBRACING CHANGE Open to change, takes on a positive outlook and adapts well to new ways of doing things	FACILITATING DISCUSSION Confident in presenting ideas to a group, facilitating discussion and managing group dynamics	WORKING COLLABORATIVELY Actively networks, builds relationships and works with others cross-functionally and/or with a broad range of stakeholders, to drive stronger results	FOSTERING TEAM EFFECTIVENESS Builds a supportive and collaborative team environment, fosters team spirit and trust	DEMONSTRATING BUSINESS ACUMEN AND PLANNING Understands business principles and financial implications and uses this to optimise business performance and inform strategic planning
MAINTAINING COMPOSURE Stays calm under pressure and practices self-care to manage stress	DELIVERING THE 'CUSTOMER PROMISE' Dedicated to serving the customer needs, both internal and external, and other stakeholders	CONTINUOUSLY IMPROVING Committed to improving the quality, efficiency and effectiveness of work processes and projects	LEADING WITH COURAGE Confident in having difficult conversations and is able to provide constructive feedback whilst maintaining the relationship	DECISION MAKING Makes decisions which are strategic and likely to have long-term impacts
DEVELOPING SELF Committed to self-improvement, welcomes feedback, seeks learning opportunities and is self-aware	WORKING TOGETHER Team player who helps and cooperates with others	PROBLEM SOLVING Uses sound judgement and logic to solve day-to-day problems	LEADING A TEAM Leads a team to perform by delegating effectively, setting clear expectations and providing feedback on performance and behaviour	MANAGING RESOURCES Effectively manages budgets, time, costs and other resources
TAKING ACCOUNTABILITY Reliably contributes, follows policies and procedures, upholds organisational values and keeps promises	COMMUNICATING Effective communicator (verbal and written) including the use of appropriate body language	PLANNING AND ORGANISING Prioritises tasks and works in an organised way to get things done effectively	MENTORING OTHERS Mentors others to help them learn and develop	ANALYSING AND INTERPRETING Uses analytical thinking to critically evaluate information and data in order to provide meaningful insights

KEY:

ASSUMED CAPABILITY

CORE CAPABILITY

GROWTH CAPABILITY

NOT IN SCOPE