

COORDINATOR – ASSETS
POSITION DESCRIPTION

Position Title	Coordinator – Assets
Directorate	Corporate Services
Department	Strategic Asset Management
Position No.	49,001.00
Classification	Level Six (6) – Level Eight (8)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Strategic Asset Manager
Last Review Date	June 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Strategic Asset Management Department is responsible for the organisation-wide asset management functions, including the development of integrated asset management system, processes and plans, consistent with the goals and objectives of Isaac Regional Council (IRC). The department is also responsible for management of asset information which contributes to the sustainable asset management practices, capital investment analysis and better decision making.

POSITION SUMMARY:

The Coordinator Assets position leads the coordination and continuous improvement of the quality and quantity of asset data including maintaining the integrity of asset data in Council's asset management systems and seek opportunities to develop and improve the capabilities of the system. The Coordinator Assets is also expected to significantly contribute to the development, implementation and maintenance of effective asset management policies, strategies and procedures.

DUTIES:

Asset Data, Systems and Governance

- Coordinate and maintain the integrity of Council's asset data, classifications, hierarchies and registers, ensuring information is accurate, consistent and aligned with organisational requirements.
- Develop, implement and continuously improve asset management systems, frameworks, policies, procedures and supporting documentation to support best-practice asset management.
- Support stakeholders in the management, interpretation and utilisation of asset data, systems and associated documentation.

Asset Management Planning and Reporting

- Contribute to asset management plans, budgets, long-term financial forecasts and asset valuations through the application of whole-of-life asset management principles.
- Analyse and report on asset performance, condition, risk and investment needs to support strategic planning, operational decision-making and capital investment priorities.

Stakeholder Engagement and Service Delivery

- Build and maintain productive relationships with internal and external stakeholders, providing expert advice and support on asset management, data and systems.
- Promote a collaborative and customer-focused approach that delivers positive organisational outcomes.

Leadership and Continuous Improvement

- Provide leadership, guidance and technical support to staff and stakeholders as required.
- Lead and contribute to initiatives that improve asset management practices, data quality, systems, processes and organisational capability.
- Proactively identify and respond to emerging risks, issues and opportunities relating to asset management.

ISAAC.QLD.GOV.AU
P 1300 472 227 A PO Box 97 Moranbah QLD 4744

isaacregionalcouncil isaacregionalcouncil Isaacregionalcouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600

Corporate Responsibilities

- Perform duties ethically and professionally in accordance with Council's policies, procedures and values.
- Effectively manage work priorities, contribute to team objectives and maintain ongoing professional development.
- Undertake additional duties and projects as reasonably directed, consistent with the level of the position.
- Carry out other duties within the employee's skills, competence and training, consistent with the classification and requirements of the position, as directed by management.

Key Performance Outcomes

- Accurate and reliable asset data, systems and registers maintained across Council.
- Effective asset management governance, frameworks and processes.
- High-quality reporting that supports informed investment and operational decisions.
- Improved asset lifecycle planning, budgeting and risk management outcomes.
- Strong stakeholder relationships and customer-focused service delivery.
- Continuous improvement in asset management capability, processes and data quality.

Key Competencies

1. Demonstrated knowledge and experience in asset management principles, lifecycle planning, risk management, asset investment planning and sustainable asset management practices within a complex organisation.
2. Demonstrated experience managing, analysing and interpreting asset data using asset management systems, GIS and business intelligence tools to support operational and strategic decision-making.
3. Well-developed knowledge of lifecycle costing, budgeting, asset valuation, renewal forecasting, long-term financial planning, governance frameworks and continuous improvement practices.
4. Demonstrated ability to analyse asset performance, condition, risk and service levels to develop evidence-based investment and intervention strategies.
5. Demonstrated leadership, coaching, communication and relationship management skills, with the ability to influence stakeholders, manage competing priorities and contribute to a high-performance environment.
6. Experience leading or coordinating asset management projects, improvement programs and strategic initiatives, ensuring outcomes are delivered within agreed scope, budget and timeframes.

QUALIFICATIONS

Mandatory

1. Valid Driver Licence.

Desirable

1. Minimum five years' experience in asset management, infrastructure planning, asset information management, or a related field within a complex organisation.
2. Degree qualification in Asset Management, Engineering, Information Management, Business, Finance, or a related discipline; or equivalent demonstrated experience.
3. Demonstrated experience in the use of asset management systems, GIS platforms, and business analytics tools.

ISAAC.QLD.GOV.AU
P 1300 472 227 A PO Box 97 Moranbah QLD 4744

isaacregionalcouncil isaacregionalcouncil Isaacregionalcouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600

4. Certification through the Institute of Public Works Engineering Australasia (IPWEA) or recognised asset management professional bodies.
5. Experience leading multidisciplinary teams and implementing asset management frameworks aligned with ISO 55000 principles.
6. Experience working within local government, utilities, transport, resources, or other asset-intensive industries.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		

ISAAC.QLD.GOV.AU
P 1300 472 227 A PO Box 97 Moranbah QLD 4744

isaacregionalcouncil isaacregionalcouncil Isaacregionalcouncil
ISAAC REGIONAL COUNCIL ABN 39 274 142 600