

# Position Profile



<b>Position:</b>	<b>Asset Manager</b>
<b>Team:</b>	Property
<b>Org unit:</b>	Shared Services
<b>Industrial coverage:</b>	Non-award
<b>Position number:</b>	#
<b>ANZSCO code:</b>	n/a
<b>Approval status</b>	Approved
<b>Date reviewed:</b>	25 November 2023

## Organisation purpose

**A different brilliant®** - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

**Vision:** The best opportunities for people on the autism spectrum.

**Mission:** We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focussed, and customer-driven.

**Values:** We are passionate about people, about being positive, and about what's possible.

## Team purpose

To provide specialist and timely leadership to Aspect on all matters related to asset management and maintenance of all Aspect owned and run sites across Education.

## Position purpose

To lead the development of Aspects Strategic Asset Management system and asset management plans across all Aspect Education sites. The role is instrumental in shaping asset management strategy, identifying opportunities for improvement, and driving change within the organisation.

## Key accountabilities

- Establish the Asset Management Framework and system for Aspect
- Business planning, budgeting and reporting
- Ensure that all Aspect sites meet compliance and accreditation standards
- Ensure that the annual facilities maintenance plan is executed on time and within budget
- Ensure that the asset management system is developed to Aspects Sustainability standards and vision
- Drive and deliver projects defined within annual business plans
- Lead the program of work as defined on the Asset management improvement roadmap 2023 – 2026
- Ensure organisation compliance with the Asset Management Policy

## Team culture and development

- Contribute to and promote a team culture of continuous improvement and high performance.
- Continuous leadership of WHS

### Team functional development

- Contribute to continuous operational improvement through knowledge of Aspect's business, the external context, and contemporary practice in own area of expertise.
- Contribute to the development of the collective knowledge of asset management and team spirit through participation in and leadership of learning and team building activities

### Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.

- Coordinators, Managers and Executive are responsible for ensuring that staff:
  - follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support Policy and Code of Conduct.
  - complete all mandatory safeguarding training.
  - comply with mandatory reporting and legal requirements.
- Coordinators are required to alert next-level managers to any concerns and/or issues that may warrant investigation.
- Managers and Executive are required to:
  - be the escalation point for all concerns and/or issues and investigate, in consultation with the relevant business unit.
  - promote a safeguarding culture and educate staff in understanding the need for ongoing vigilance.

### Work health and safety

Members of the Aspect leadership network are considered Officers under the work health and safety legislation and, accordingly, are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.

- Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws.
- Hold managers within your business unit accountable for their health and safety responsibilities.
- Fulfil your duty to exercise due diligence. Due diligence means you must:
  - acquire and keep up to date knowledge of work health and safety matters
  - understand the operations of the business and the hazards and risks involved
  - ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
  - ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
  - ensure the business has, and implements, processes for complying with any legal duty or obligation
  - verify the provision and use of resources and processes.

### Reporting lines

<b>Direct manager:</b>	Chief Operating Officer
<b>Direct reports:</b>	Facilities Manager x 1

## Functional capacity requirements

*Frequency refers to an approximate percentage of time in a typical shift or period on duty:*

*Rarely: Up to 7%, Occasionally: 8% to 33%, Often: 34% to 66%, Continuously: More than 66%*

Requirement	Frequency
Resilience to time pressure/workload	Often
Sitting	Often
Standing, walking	Often
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously

## Essential requirements

- At least 10 years' experience in a large complex organisation in a senior leadership role with proven experience
- Skilled in change management and navigation of a complex organisation, forging relationships, and leading through influence
- Demonstrated experience in developing an asset management system through to implementation
- Demonstrated capacity to lead a function and to build the capability of key stakeholders
- Highly evolved influencing skills and the ability to gain stakeholder buy-in.
- Working with Children Check clearance
- National Police Clearance

## Desirable requirements

- Asset management certification