

Position description

Position	Senior Asset Management Specialist
Group	Business Services
Reports to	Group Manager Risk
Location	1010 La Trobe Street Docklands Victoria
Date	November 2018

Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

Our vision

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

Our mission

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

Our values

- Respect
- Professionalism
- Achievement
- One team

Dimensions

Reporting Relationships

This position reports to the Group Manager Risk

Budget

Nil

Other

NA

Purpose of the position

Develop and improve VicTrack's asset management compliance systems and processes in partnership with all business groups for effective implementation of VicTrack's strategic asset management plan.

Support Transport for Victoria's long range transport asset strategy and collaborate with other Transport agencies to ensure VicTrack's asset systems and performance drives transport sector aspirations and needs.

Utilise expert asset management competencies and continuous improvement practices to implement asset improvement initiatives which maximises value from VicTrack's operated assets and supports our transport partners managing VicTrack's devolved or leased assets.

Initiate and implement asset system reviews to monitor and report on asset performance within legal, regulatory, AMAF requirements and asset compliance frameworks.

Key accountabilities/functions

- Develop and optimise VicTrack's whole-of-life asset management framework, processes and tools in partnership with all business groups to achieve VicTrack's strategic asset objectives.
- Lead asset management projects and initiatives with stakeholders, specifically the definition and implementation of VicTrack's Asset (Information) Management System.
- Consolidate and support the monitoring, reporting and performance assessment of VicTrack's operated asset base to identify performance trends and develop/implement solutions for continuous improvement with business partners.
- Lead development of VicTrack's existing IT ERP to automate asset performance reporting, also supporting Business Services Financial team's asset management obligations and objectives.
- Lead development and embedment of an asset management system audit and operational assurance process for governing VicTrack's asset performance and compliance requirements
- Build collaborative relationships with Transport for Victoria's transport agencies as a respected and credible contributor to DEDJTR's Transport Asset Management Strategy, and as required act as a delegate for VicTrack's Group Manager Risk at external public transport management forums and working groups.
- Finalise VicTrack's implementation of the Victorian Government's Asset Management Accountability Framework (AMAF), engaging with VicTrack business partners and external transport agencies on a "one team" basis, and embed AMAF requirements for VicTrack's devolved asset management functions in partnership with PTV over leased assets.

Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;

- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

Individual attributes

Qualifications

- Completion of an appropriate tertiary degree (preferred)
- Completion of relevant contemporary asset management courses and workshops (preferred)
- Membership of relevant professional associations (desirable)

Knowledge & Experience

- Strong experience in the development and embedment of practical asset management systems and processes across large, complex physical assets. This includes policy development, assessment management plans and asset management strategies that are risk based
- The awareness and implementation of asset criticality planning with a focus on vulnerabilities and asset loss
- Operational experience on linear assets across the whole-of-life asset cycle, including asset planning, maintenance processes and tasks necessary to deliver the requisite performance output and level of operational assurance
- Understanding of ISO55000 standards and principles
- The ability to support the requirements of the Asset Management Accountability Framework
- Ability to evaluate opportunities across complex situations, and provide practical advice and guidance on best practice concepts of asset management to stakeholders
- Design and application of auditing and operational assurance methods
- Awareness of key legislation and relevant industry standards relevant to rail and telecommunications asset management
- Practical understanding and application of contemporary risk management and analysis methodology for asset management scenarios
- Business Continuity input around VicTracks business resilience
- Demonstrated capability to plan for, implement and measure changes in business operations, environment and work context. This includes supporting stakeholders through change and disruption, internal and external threats, other asset vulnerabilities and emergencies.

Skills

- Strong asset leader who has extensive experience in large asset based portfolios;
- Demand Management of Assets;

- Balancing stakeholder needs with stated outputs for an asset, as defined and informed by demand analysis;
- Configuration Management - managing the process for establishing and maintaining consistency of a product's physical and functional attributes with its design and operational information throughout its life;
- System Integration undertaking an interdisciplinary, collaborative approach to derive, evolve and verify a life-cycle balanced system solution which satisfies customer expectations and meets public acceptability;
- Audit and Evaluate Assets - auditing and evaluating the defined activities, steps and decisions associated with the life cycle management of physical assets;
- Ability to work independently within broad boundaries;
- Well-developed written and verbal communication, and presentation skills;
- Effective interpersonal and influencing ability;
- Strong stakeholder outcome focus;
- Effective and proactive use of asset management systems to deliver pragmatic outcomes and value;
- Ability to analyse current policies, processes and procedures and develop improvement plans;
- High accountability to deliver to a plan;
- Strong drive for results.

Interpersonal and Other Features

Internal Relationships

- All VicTrack staff, primarily;
- Property Group Asset and Infrastructure Managers and direct reports;
- Telecommunication and ICT Asset and Infrastructure Managers and direct reports;
- Business Services Group Managers and functional representatives
- Group Manager Risk

External Relationships

- TfV Transport Asset Strategy Branch DEDJTR
- TfV Transport Agencies
- PTV's Director Asset Management and direct reports Regulatory Authorities
- Asset Management Council members