

Position Description

Role title	Asset Manager	Last reviewed	April 2024
Division	Residential Project Delivery and Assets	Team	Asset Management
Reports to	Senior Asset Manager	Classification	ASO7
Direct reports	Nil / as applicable		

Role Purpose

Implement and manage asset management strategies, plans and processes for specific commercial properties, in accordance with annual business plans and program budgets.

Key Accountabilities

- Identify and assess strategic opportunities to provide expert advice and recommendations to internal and external agency stakeholders.
- Manage, coordinate and deliver property and asset management services for internal and external agency stakeholders.
- Develop and coordinate asset management plans to maximise the value and performance of Renewal SA's property portfolio and ensure the successful implementation of approved strategies.
- Undertake property and tenant management across property portfolios.
- Provide advice and recommendations on asset management and property management services and issues to contribute to decision-making.
- Develop, manage and report on property and asset management programs, projects and initiatives ensure compliance and to keep stakeholders informed.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why

External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Communicating to and working with a diverse group of stakeholders given varying interests and priorities.

Qualifications and Technical Requirements

- Relevant tertiary qualifications in Asset Management or demonstrated equivalent capabilities and experience are essential.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	<ul style="list-style-type: none"> Simplify and communicate complex and technical information into understandable and approachable messages. Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit.

			<ul style="list-style-type: none"> • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.
Strategy and Growth	Make an impact	Intermediate	<ul style="list-style-type: none"> • Undertake analysis of problems to ensure solutions address the issues identified for the stakeholders identified. • Support solutions through well documented research, modelling or other means that demonstrates they address the issues. • Articulate the secondary benefits of solutions including impacts to Renewal SA's communities or service delivery. • Promote environmental, sustainable and social considerations into solution development and benefits definitions.
Innovation and Agility	Navigate reform and change	Intermediate	<ul style="list-style-type: none"> • Lead the understanding of the change purpose and impact with your team and promote communications or information. • Engage with your team to assist them in becoming comfortable with the potential impacts of the change. • Show awareness of concern in others in your team and support them to find ways to accept and adopt the change. • Understand broader reform initiatives and the current and potential impacts on Renewal SA and your team.
Solutions Focused	Apply business and commercial acumen	Intermediate	<ul style="list-style-type: none"> • Evaluate the costs involved and financial impacts of decisions and courses of action. • Build relationships with key roles and decisions makers for the support services across Renewal SA. • Utilise experience and knowledge of business and corporate operations to improve efficiency and effectiveness. • Follow Renewal SA contracting policies through negotiation and contract management.
Technical Capability	Sets of capabilities that apply to areas of our business that require further definition of technical skillsets and knowledge	Intermediate	<ul style="list-style-type: none"> • Manages the delivery of smaller projects, establishing project implementation outcomes and measures, against project objectives to identify and initiate corrective actions in line with best practice. • Engage in proactive communication and clarification of expectations with project leaders, teams and stakeholders to ensure effective delivery of project outcomes. • Prioritises, delegates, and coordinates project resources and activities, fostering a collaborative and inclusive work

			<p>environment that inspires and motivates others.</p> <ul style="list-style-type: none"> Establishes opportunities to enhance continuous improvements, whilst engaging in risk management and quality assurance processes to ensure issues and threats to project completion are identified and responded to.
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Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me.
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.