

Position Description

Position Title: Asset Systems Manager

Location: Port Botany or Port Kembla

Division: Infrastructure

Position Status: Permanent Full-Time

POSITION PURPOSE

Continually develop and maintain the asset management system for NSW Ports in line with ISO50001 standards to achieve industry best practice for NSW Ports' infrastructure assets.

Support the business through the development and management of spatial and drawing services.

Support the business through development and delivery of technology-based solutions and business process improvements.

ORGANISATIONAL CONTEXT

NSW Ports is a privately owned consortium of leading institutional investors: IFM Investors, Australian Super, Tawreed Investments Limited and Q Super, Cbus, Hesta and Hostplus. Our shareholders represent over five million Australian superannuation fund members and are long term investors with interests in a range of Australian infrastructure assets.

NSW Ports began operations in mid-2013 under a 99-year lease for Port Botany, Port Kembla, Cooks River Intermodal Terminal, and the Enfield Intermodal Logistics Centre. As custodian of these assets, we are committed to taking a long-term and sustainable approach to the way we operate, the actions we need to take or encourage from others, and the way we work with our stakeholders. NSW Ports is principally a land manager with operational responsibility for: the Bulk Liquids Berths at Port Botany, common user bulk liquid and dry bulk berths at Port Kembla, rail infrastructure at Port Kembla and common user roadways at both Ports and Enfield Intermodal Logistics Centre.

Port Botany and Port Kembla are economic assets of national significance, critical to the future economic growth and development of NSW. They are NSW's key import and export gateways, collectively contributing around \$4 billion per year to the NSW economy and supporting over 26,000 jobs.

NSW Ports operates to 5 key strategic objectives to sustainably cater for forecast trade growth:

1. Provide efficient road connections to the ports and intermodal terminals;
2. Grow rail transport of containers;
3. Use land and infrastructure efficiently;
4. Grow port capacity; and
5. Protect the ports and intermodal terminals from urban encroachment.

NSW Ports has 5 core values which support the vision, shape the culture, and enable the strategic objectives of the company:

1. **CARE** – We care about the wellbeing of ourselves, each other, and our stakeholders.
2. **INTEGRITY** – We are honest and real in all that we do.
3. **COLLABORATION** – We work together, respecting one another's views, and make our work environment fun and enjoyable.
4. **ACCOUNTABILITY** – We do what we say we will do and take responsibility for achieving the outcome.
5. **PASSION** – We are committed to NSW Ports and the future of our business and industry.

ACCOUNTABILITIES / KEY RESPONSIBILITIES

Asset Management Systems

- Develop and implement best industry practice and ISO55001-aligned asset management systems processes, information, and database systems to meet the requirements of NSW Ports' Strategic Asset Management Plan.
- Develop and project manage the implementation of the compliance, risk and quality auditing processes associated with asset maintenance, information/data, and asset management systems.
- Administer the computerised systems (e.g., MEX, Konect, GIS).
- Develop, review, and maintain the asset risk register on a regular basis and pro-actively action risk mitigation measures.
- Ongoing management and continuous improvement of the asset management system to ensure it meets the business' evolving requirements.
- Undertake maintenance planning, data analysis and asset management performance reporting and report to managers.
- Provide input into monthly reports, Board Papers, and business case reports.
- Contribute to the development of the divisional business plan and budgets.
- Work with the GM Infrastructure to represent NSW Ports at industry events, seminars, and conferences.
- Maintain a safe work environment in compliance with NSW Ports WHS management system.
- Ensure compliance with legislation and regulatory requirements.

Spatial Services

- Manage the procurement and development of spatial services for NSW Ports like the geographic information system (GIS), computer-aided-design (CAD) services, mapping services and the archiving of technical drawings and databases.
- Develop and manage the storage systems of asset records and engineering plans, as-built plans and operating and maintenance manuals in the NSW Ports' asset management and filing systems.

Technology and Business Process Improvement

- Identify opportunities and implement IoT technologies to monitor asset performance, asset occupancy, and asset performance to drive business efficiencies.
- Design, procure and manage technology systems like asset condition inspections and remote asset monitoring.
- Develop and improve cross-organisational business processes and workflows like procurement, contract management, project management, record management, cost tracking, and budgeting.
- Contribute to the Data Governance Committee and IT Steering Group.
- Work with the Head of IT to design and implement updates to asset management and other business systems and provide regular updates on system development and implementation status.

Optional Tasks: Engineering Strategy and Project Delivery

- Provide effective technical engineering advice in the development of strategic infrastructure initiatives, and project manage the delivery of allocated studies and projects.
- Project manage allocated asset management works, as required, to support the Business Unit to deliver on its asset management commitments.

POSITION REPORTS

This position reports to the General Manager Infrastructure and has one direct report:

- Infrastructure Administrator

KEY WORKING RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • General Manager Infrastructure • Head of IT • Executive Leadership Team (ELT) • Port Development Manager • Asset Managers • Asset Management Engineers 	<ul style="list-style-type: none"> • Port Tenants • Stakeholders • Consultants and Contractors

REQUIRED SKILLS, QUALIFICATIONS and EXPERIENCE

- Tertiary civil engineering qualifications, or similar.
- Knowledge and understanding of asset management principles, ISO 55000, or equivalent asset management standards.
- Extensive experience in asset management systems and civil engineering.
- Understanding of port and transport infrastructure assets.
- Strong ability to articulate strategic infrastructure development objectives and translate that into effective policy and asset management plans and procedures.
- Strong commercial acumen supported by sound commercial judgement with well-developed conceptual, analytical, and problem-solving skills.
- Relevant professional qualifications or certification in maintenance planning, development and implementation of asset management strategies and systems, Computerised Maintenance Management Systems, data analysis and asset management performance reporting.
- Demonstrated ability with computer applications particularly computerised asset management systems like MEX, MS Office, MS Project, spreadsheets, and workflow processing.
- Advanced Microsoft Excel user (e.g., PowerQueries, Pivot Tables).
- Knowledge of mobile, desktop and web-based geographic information systems (GIS) for the use of collecting, sharing, and analysing spatial data; including QGIS, Geocortex and Konect.
- Highly developed interpersonal and negotiation skills with the ability to work effectively and build relationships with a diverse range of internal and external stakeholders.
- High level written communication skills are essential to prepare, review and edit correspondence, briefings, reports, plans, procedures, papers, and proposals for internal, external and Board purposes.
- Demonstrated initiative, positive attitude, flexibility and self-management skills and a strong sense of teamwork.
- Knowledge and understanding of document management systems, geographical information systems, financial management and risk management.
- Strong organisational and time management skills.
- Driver licence and car.