

Position Description

Position Title: Asset Manager

Location: Port Botany and Enfield

Division: Planning and Infrastructure

Position status: Permanent - Full Time

POSITION PURPOSE

The Asset Manager is responsible for the planning and delivery of whole-of-life asset management of the assets at Port Botany, the Enfield Intermodal Logistics Centre, and Cooks River to achieve corporate objectives.

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

- Maintain a safe work environment in compliance with the NSW Ports WHS management system.
- Responsibilities apply across maritime, road, rail, intermodal, services and building assets at Port Botany, Enfield, and Cooks River.
- Plan and deliver asset inspection and maintenance tasks (preventative, routine, corrective and unforeseen) in accordance with the asset management system.
- Plan and deliver whole-of-life cycle asset management projects (opex, maintenance and growth capex) through planning, concept and detailed design, construction, commissioning, operation, maintenance, condition investigations, repair, upgrade, asset life-extension, replacements, decommissioning and disposal of physical infrastructure assets.
- Procure and manage contractors to deliver asset management tasks by using and developing tenders, purchase orders and contracts for provision of services, supplies, and works.
- Prepare design plans, engineering calculations, cost estimates, risk assessments, specifications, scope of works, progress reports, budgets and project cost forecasts for maintenance and development works.
- Project manage the delivery of small to complex asset management works by management of contractors, by contract administration, resolving problems, negotiating variation claims, validating payments, and evaluating performance to ensure work is being performed to specification, quality, time, and budget and to WHS standards.
- Manage the NSW Ports rail network at Enfield through contract management of rail service contracts and associated activities.
- Manage and report on the expenditure of the allocated projects and cost centers to ensure expenditure targets are monitored and met.
- Provide innovation and optioneering to ensure NSW Ports assets are fit-for-purpose, safe, reliable, and whole-of-life cost efficient, and respond to the maritime and logistics industry requirements.
- Review the outcomes of projects to ensure objectives have been achieved and manage handover of project at completion with the port development manager.
- Assist with the continually improvement of the NSW Ports Strategic Asset Management Plan and system.
- Maintain, update and store accurate records and engineering plans, as-built plans and operating and maintenance manuals in the NSW Ports' asset management and filing systems.
- Ensure budgets and projects are identified in the division business plan and participate in business planning and budgeting processes.
- Liaise with colleagues, tenants, and other stakeholders to account for matters of access, operations, safety, and security in undertaking any developments and maintenance works.
- Liaise and manage tenants to drive the compliant delivery of infrastructure developments/projects by tenants in accordance with requirements in leases, licenses, deeds, and environmental planning approvals.
- Ensure compliance with legislation and regulatory requirements.
- Provide input into monthly reports and assist with the preparation of Board Papers and business case reports.
- Work with the General Manager to represent NSW Ports at industry events, seminars and conferences as required; and,
- Manage the performance of direct reports.

POSITION REPORTS

This position reports to the General Manager Planning and Infrastructure and has two direct reports: 2 x Asset Management Engineers.

KEY WORKING RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • General Manager, Planning and Infrastructure • Asset Manager PK • Asset Management Engineers • Port Development Manager • Planning Manager • Environment Manager • Property Managers • Finance Manager 	<ul style="list-style-type: none"> • Port tenants • Port users • Landside operators (road / rail) • Consultants and contractors

REQUIRED SKILLS, QUALIFICATIONS and EXPERIENCE

- Relevant tertiary qualifications in a relevant discipline with extensive experience in asset management and civil engineering.
- Knowledge and understanding of asset management principles like ISO 55001.
- Eligibility for membership of a recognised industry body.
- Proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.
- Experience in project management in multidiscipline infrastructure projects and a strong ability to use computer applications for project management.
- Experience in a rail environment including maintenance, construction, rail protocols, safety, and systems (desirable).
- Strong commercial acumen supported by sound commercial judgement with well-developed conceptual, analytical, and problem-solving skills.
- Strong ability to articulate strategic infrastructure development objectives and translate that into effective strategic policy and project plans.
- Proven leadership skills with the ability to motivate, develop and drive the performance of direct reports.
- High level written communication skills are essential to prepare, review and edit correspondence, briefings, reports, papers, and proposals for internal and external purposes.
- Demonstrated initiative, positive attitude, flexibility and self-management skills and a strong sense of teamwork.
- Highly developed interpersonal, negotiation and communication skills with the ability to work effectively and build relationships with a diverse range of internal and external stakeholders including people of different cultures, and someone who sets the highest ethical and professional standards and leads by example in all interactions; and
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.
- Ability to be proactive, think through complex issues, identify solutions, and challenge and question the 'status quo' (i.e., processes and systems) to facilitate the development of innovative and workable performance improvements.
- Current NSW vehicle driver's licence and car required.