

Position Description

Position Title	Infrastructure Asset Management Specialist
Portfolio	Infrastructure
Reports To	Policy Manager Transport and Roads
Employment Type	Full-Time
Location	West Leederville

Team Overview

The Infrastructure Portfolio supports Western Australian Local Governments to effectively manage roads, bridges, paths, airports, recreation facilities, a wide range of buildings and other fixed assets valued at over \$45 billion. Optimising the way in which these long-lived assets are built, operated, maintained and renewed is critical to maximising community benefits. This position is within the Transport and Roads Team, which is responsible for advocacy, policy, research, support and advice to the Local Government sector within its areas of expertise.

Position Purpose

The Infrastructure Asset Management Specialist supports the Local Government sector by undertaking research including data analysis and interpretation, and use of asset management systems. This position provides policy advice on strategic and complex matters, undertaking stakeholder engagement and represents the sector, and WALGA, concerning infrastructure issues relevant to the Local Government sector. Focussing on asset management, utilities services and land development, and disaster recovery and resilience.

Key Accountabilities

Policy	<ul style="list-style-type: none"> Identify current and emerging policy issues that impact Local Governments in their capacity as manager of a large portfolio of fixed assets. Facilitate the development of representative sector positions on infrastructure related issues, including organising working groups and forums. Formulate model policy templates, guidelines and procedures suitable for adoption by Local Governments. Analyse and report on the impacts of legislation and legislative amendments relating to infrastructure, asset management and disaster recovery funding arrangements.
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Stakeholder Engagement and Representation	<ul style="list-style-type: none"> Advance the interests of Local Governments in improving asset management outcomes through building strong relationships with key stakeholders including IPWEA, Asset Management Council and software vendors. Build and maintain effective relationships with utility providers such as power, water and telecommunications to deliver collaborative outcomes for Local Governments and their communities. Engage with Local Governments and other key stakeholders to identify emerging challenges and trends relating to infrastructure. Represent WALGA and Local Governments on committees, initiating and undertaking the agreed activities.
Knowledge Sharing and Capacity Building	<ul style="list-style-type: none"> Proactively monitor legislative, regulatory and industry developments to anticipate infrastructure issues affecting Local Governments. Respond to emerging infrastructure challenges by providing strategic advice, advocacy and capability-building support to Local Governments. Provide practical written and verbal advice to Local Governments concerning infrastructure legislation and policy. Support Local Governments by providing technical guidance and capacity building with a focus on asset management and disaster recovery. Keep the sector informed on recent developments and activities relevant to infrastructure through monitoring trends and initiatives in other jurisdictions and engaging with relevant government agencies and stakeholders.
Asset Project Management	<ul style="list-style-type: none"> Manage consultancy projects including defining goals, deliverables, tasks, and deadlines, and managing budget and time constraints to deliver successful outcomes. Monitor project progress and risks, prepare status reports, and implement mitigation strategies to support quality outcomes and continuous improvement. Coordinate cross-functional project teams, including internal staff, external consultants, and Local Government stakeholders, to ensure alignment with strategic objectives and timely delivery.
Research and Analysis	<ul style="list-style-type: none"> Research contemporary infrastructure issues and prepare discussion papers, agenda papers and submissions. Analyse data and feedback to forecast potential risks or opportunities and develop timely, evidence-based responses. Undertake and / or lead projects support data-driven investment decision-making for Local Government assets. Translate complex technical and policy information into strategic insights that inform WALGA's advocacy priorities and influence State and Federal infrastructure policy.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> Escalate issues, make suggestions and provide updates. Receive advice and report on progress towards business objectives and future directions. Provide expert advice and contribute to decision making. Identify emerging issues/risks and their implications and propose solutions.
Team	<ul style="list-style-type: none"> Support a positive environment through teamwork, sharing knowledge and supporting colleagues. Assist team members with tasks and projects as needed, fostering a collaborative work environment.
Stakeholders	<ul style="list-style-type: none"> Provide expert advice on a range of project related issues and strategies. Optimise engagement to achieve defined outcomes. Manage expectations and resolve issues.
External	
Stakeholders	<ul style="list-style-type: none"> Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues. Engage in, consult and negotiate the development, delivery and evaluation of projects. Manage expectations and resolve issues. Communicate needs, facilitate routine business transactions. Monitor, direct and address enquiries.
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> Manage expectations and resolve issues with service providers. Communicate needs, facilitate routine business transactions and resolve issues. Negotiate and approve contracts and service agreements. Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.

Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> Knowledge of civil and built infrastructure and asset management systems. Experience using Geographic Information Systems (GIS) Demonstrated experience in asset management concepts and systems. Knowledge of Local, State and Federal Government structures and operations in relation to infrastructure and asset management (<i>desirable</i>) Understanding of Local Government roles, responsibilities and decision making processes. Demonstrated experience in research methods, data collection and statistical analysis. Fundamental knowledge of infrastructure policy development. Project management experience, including planning, coordination, risk analysis and project evaluation. Tertiary qualification in relevant field (<i>desirable</i>) Experience in spatial analysis (<i>desirable</i>) Experience in Local Government, or Public Sector (<i>desirable</i>)
Skills	<ul style="list-style-type: none"> Highly developed research, conceptual and analytical skills Ability to analyse and interpret data to present findings in clear, actionable formats for policy development, stakeholder communication, and storytelling. Excellent written and verbal communication skills including the ability to prepare high quality written reports, policies, action plans, correspondence and other documentation as required. Excellent customer service skills with the ability to build trust, respond with understanding and professionalism, and tailor communication to a wide range of stakeholders. Demonstrated ability to manage complex or sensitive enquiries and influence positive outcomes through solution-focused engagement. Highly developed collaboration, stakeholder management, facilitation and negotiation skills. Policy and legislation analytical and interpretation skills. Ability to work autonomously with initiative and accountability, while also contributing effectively to team-based projects in a fast-paced, high-performance environment. Demonstrated flexibility in adapting to changing priorities, while being able to manage simultaneous and competing priorities and maintain focus to deliver high-quality outcomes.
Behaviours	<ul style="list-style-type: none"> Willingness to attend meetings and events where intrastate and overnight travel is required along with some out of business hours work. Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA.

	<ul style="list-style-type: none"> • Create a culture of partnership and collaboration within the organisation and with external stakeholders. • Provide expert advice, insights, and recommendations that contribute to positive outcomes. • Incorporate future thinking into planning and develop innovative approaches to achieve long-term objectives. • Identify and evaluate innovative solutions to resolve complex problems. • Facilitates and negotiates collaborative outcomes internally and externally. • Provides insights and recommendations that shape decision-making processes. • Show an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace. • Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported. • Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed.
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> • Respect - We act honestly, with integrity and respect. • Excellence - We strive for excellence and an environment of continuous improvement. • Accountability - We take responsibility and work openly and transparently. • Collaboration - We value strong relationships and partnerships. • Curiosity – We encourage a spirit of enquiry, and an innovation mindset.