

JOB DESCRIPTION

Agency	Land Development Corporation	Work Unit	Technical Support
Job Title	Asset Manager	Designation	AO4 – AO6
Job Type	Full Time	Duration	Fixed, 6 months
Salary	TBA	Location	Darwin
Position Number	SUPN RTF	Closing	
Contact	Thomas Noone, Technical Director, 08 8944 0921, Thomas.noone@landdevcorp.com.au		
Agency Information	www.landdevcorp.com.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	Not applicable.		
Apply Online Link	Expression of Interest		

Context Statement: The Land Development Corporation (LDC) is a Government Business Division. LDC is responsible for delivering strategic land throughout the Northern Territory.

Primary Objective: Under the direction of the Technical Director, manage LDC's assets, including administration and management of its Repairs and Maintenance and Minor New Works programs.

Key Duties and Responsibilities:

1. Manage LDC's Repairs and Maintenance and Minor New Works budgets / programs, including formulating annual budgets / cashflows and providing regular performance reports to management.
2. Provide assistance in the design, procurement and contract management for various works undertaken as part of the Repairs and Maintenance and Minor New Works programs.
3. Manage LDC's weeds and firebreak maintenance programs including planning and contractor engagement.
4. Identify, investigate and implement cost effective maintenance strategies and practices for all LDC assets.
5. Ensure that LDC's estates, property, buildings and assets are secured and maintained to an acceptable standard.
6. Provide sound procurement support and advice to LDC's management and staff, including liaison with wider NT Government procurement groups.
7. Develop and maintain effective relationships with relevant agencies, contractors and other key stakeholders.
8. Under the direction of the Technical Director, execute other reasonable duties as required.

Selection Criteria:

Essential:

1. Ability to plan strategically, allocate resources, establish priorities and evaluate results in order to coordinate future works.
2. High level organisational, administration and project management skills.
3. Demonstrated ability to work independently and to work effectively within a team to achieve high level results within required timeframes and outcomes.
4. Demonstrated procurement and contract management skills, including management of consultants and contractors.
5. Financial management skills including budgeting, programing and procurement.
6. High standard of interpersonal, written and verbal communication and report writing skills, with the ability to self-manage priorities and meet deadlines with minimal supervision.
7. Knowledge of relevant legislation, building codes, standards and practices associated with building and asset maintenance.
8. Demonstrated ability to effectively communicate both orally and in writing with a wide range of individuals and groups, including an ability to interact effectively with people of different cultures and managing contractors and consultants.
9. A current 'C' class Northern Territory Drivers Licence.

Desirable

1. Appropriate qualifications / experience in a construction and/or asset maintenance related discipline.
2. A good understanding of property / asset management best practice.
3. Sound knowledge of NT Government policies and procedures.

Approved:

Tony Stubbin, Chief Executive