Position description
Corporate Assets Coordinator

Department	Infrastructure Development
Employment type	Permanent
Classification	Band 7
Location	Warrnambool
Date approved	November 2026
Approving Officer	Executive Infrastructure Development

Position objectives

The Corporate Assets Coordinator provides functional and people leadership for Wannon Water's Corporate Assets portfolio, with accountability for its performance, governance, strategic direction and continual improvement.

The portfolio includes:

- corporate facilities, including Essential Safety Measures, maintenance, renewal and workplace improvements;
- fleet, plant and equipment, including strategic planning, lifecycle management, policies and standards;
- corporate property;
- physical security, access and surveillance systems; and
- related corporate asset services and supplier arrangements.

Within the strategic direction of the Asset Services Branch, the Coordinator leads the development and implementation of strategies, policies, systems and standards and ensures operational delivery is effectively integrated with asset planning, financial management, risk and organisational priorities.

Key responsibilities and duties

Facilities

- Lead the strategic direction, prioritisation and implementation oversight of Wannon Water's Workplace Strategy and associated infrastructure planning.
- Lead Corporate Assets' contribution to asset management planning, including lifecycle, renewal, investment and budget requirements for corporate facilities.
- Oversee property maintenance and improvement strategies, ensuring escalation pathways and issue resolution processes are in place.
- Work collaboratively with Asset Systems and operational teams to define and clarify planned maintenance responsibilities.

Fleet, Plant and Equipment

- Provide functional leadership and strategic oversight of Wannon Water's Fleet and Plant & Equipment functions.
- Lead the development and continual review of fleet and plant strategies, policies, standards and lifecycle approaches.
- Oversee portfolio performance, utilisation, lifecycle, risk, cost and sustainability outcomes, using data to identify opportunities for improvement.
- Ensure appropriate governance, procedures and service arrangements are established and operating effectively.
- Lead strategic renewal and replacement planning and ensure alignment with capital forecasts, operational requirements and fleet transition objectives.
- Provide functional direction for significant or complex fleet and plant decisions, drawing on the technical expertise and recommendations of operational officers and other stakeholders.

Property

- Provide functional oversight of significant Corporate Assets contracts and supplier arrangements, ensuring performance, risk, service outcomes and future procurement requirements are effectively managed.
- Provide strategic oversight of Wannon Water's corporate property portfolio, including owned and leased properties, property requirements and future planning.

Security and Surveillance

- Oversee physical security and surveillance systems to ensure legislative compliance.
- Lead the development and continual improvement of Wannon Water's organisation-wide physical security framework, including governance, standards, systems, risk management, lifecycle planning and investment requirements.
- Ensure effective arrangements are in place for access control, security investigations and incident management, providing direction and escalation for significant or systemic issues.

Emergency Management and Business Continuity

- When required be prepared to be a key contact for emergency management planning and response relating to logistics
- Ensure that there is oversight of SmartTrak and processes in place to respond in an emergency
- Lead the development and testing of business continuity plans for Corporate Assets.
- Ensure corporate asset readiness and support during organisational emergency events.

General

- Lead development and ongoing management of the Corporate Assets operating and capital budgets, forecasts and investment requirements.
- Monitor financial performance across the portfolio and proactively manage emerging pressures, savings and competing priorities.
- Lead development of Corporate Assets renewal and investment requirements through organisational planning and budget processes.
- Escalate material financial risks or requirements with appropriate analysis, options and recommendations.
- Support preparation of reports (e.g., Annual Report, Corporate Plan, Price Submission) to ensure corporate asset commitments and forecasts are accurately reflected.

Team Leadership & People Management

- Lead, coach and develop the Corporate Assets team, establishing clear expectations, priorities, accountabilities and ways of working.
- Enable officers to exercise appropriate autonomy and technical decision-making within clearly established roles, governance and escalation pathways.
- Set and manage priorities across the Corporate Assets portfolio, balancing operational requirements, strategic initiatives, risk and available resources.
- Lead delivery of Corporate Assets commitments within the Asset Services Branch Plan.
- Build capability, collaboration and a culture of accountability and continual improvement across the team.

Organisational relationships

Responsible to	Branch Manager Asset Services
Responsible for	Senior Corporate Assets Officer Facilities and Property Officer Facilities Assistant
Internal liaison	Asset Lifecycle Officers All employees
External liaison	Consultants, regional organisations, peak bodies, state government, regulators, community, customers, and others as required to deliver the role.

Accountability and extent of authority

- The freedom to act is governed by policies, objectives, and budgets with regular reporting mechanisms reviews to ensure achievement of goals and objectives. The impact of decisions made, or advice given may have a substantial impact on public perception of the wider organisation.
- The Corporate Assets Coordinator has a clear understanding and focus on the operational and strategic objectives of Wannon Water.
- The role will work with senior managers within the business to achieve outcomes, influence processes and build capability within the organisation.
- This position will identify and develop policy options for consideration by senior management and the broader organisation.

Judgement and decision making

- Methods, procedures and processes are less well defined, and the role will be expected to contribute to their development and adaptation.
- Highly competent and capable of operating independently, able to resolve problems which require analytic reasoning and comprise of complex information, across the specialties of the role and including strategic planning and policy implementation.
- This position requires both problem solving and policy development.
- This position will be expected to be highly self-sufficient and work autonomously, with limited guidance.

Specialist skills and knowledge

- Demonstrated experience in facilities planning, management and coordination in a multi-site environment
- Experience leading staff and delivering workplace infrastructure or asset-based projects
- Excellent written and oral communication skills.
- Understands and applies advanced computer skills to complex word processing, spreadsheet, presentation, or database functions.
- Demonstrated attention to detail and ability to perform data entry and review of documentation with a high level of accuracy.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

Management skills

- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- This position requires the skills in managing time, setting priorities and planning and organising that of other employees to achieve specific and set objectives, within the resources available and within a set timetable despite conflicting pressures
- This position is required to influence behaviours and outcomes across multiple areas of the business not just the Branch or department of the position itself.

Interpersonal skills

- The position requires the individual to have the ability to influence, persuade, lead, and motivate internal and external stakeholders to ensure legislative compliance pursuit and achievement of specific and set objectives.
- Strong interpersonal skills, capable of developing effective relationships with a wide range of stakeholders to achieve successful outcomes.
- Highly developed written and oral communications skills, with an ability to clearly articulate technical information and advice, to a variety of audiences.

Qualifications and experience

- Qualifications in business, asset management, property/facilities management, or a related field (or equivalent experience)
- Demonstrated experience in facilities planning, management and coordination in a multi-site environment
- Experience in leading, motivating and developing other employees and teams.
- A copy of current driver's licence is to be provided.

Our values and Code of Conduct

All employees are required to act in accordance with the Code of Conduct for Victorian Public Sector Employees and demonstrate the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, together with Wannon Water's organisational values.



Inclusion and diversity

We embrace all forms of diversity and promote family friendly working hours and leave arrangements to ensure our workforce reflects the community that we serve.

Policies and procedures

All employees are required to adhere to systems, policies and procedures in relation to our activities. Employees shall not use their position for personal gain or advantage, nor disclose any confidential information acquired through employment by the Corporation.

Occupational health and safety

We've developed OH&S policies and procedures designed to meet the requirements of the internationally recognised Australian Standard/New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment.

Equal employment opportunity

We follow the principles of equal employment opportunity and every employee is responsible for ensuring the workplace is free from discrimination.

Training and development

Well-planned training is crucial to our success. Managers and employees work collaboratively to identify training and development needs to equip our employees with the necessary knowledge and skills to perform their roles effectively. Each year, managers conduct performance reviews with employees to identify, plan, and initiate relevant training and development for the upcoming twelve months.

Signature

Employee Name	Employee Signature	Date