

Position Description

Position Title:	Asset Manager
Classification:	Stream C - Specialists, Band 2

Purpose of the Role

The Asset Manager is responsible for overseeing the organisation's physical and digital assets, ensuring they are effectively managed, maintained, and aligned with strategic goals. This role supports operational efficiency, compliance, and long-term sustainability.

Key Relationships

This position reports to the General Manager, ICT and Corporate Services. This role works closely with internal and external stakeholders.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

Asset Strategy & Planning

- Develop and implement asset management plans aligned with organisational objectives.
- Maintain an accurate asset register and lifecycle documentation.
- Manage ICT assets and vendor contracts relating to these assets.

Maintenance & Operations

- Coordinate preventative and reactive maintenance schedules for Marathon Health/headspace property sites.
- Liaise with contractors, suppliers, and internal teams to ensure timely service and repairs to vehicles and property.
- Liaise with local administration teams to ensure maintenance and repairs are remediated promptly.
- Manage the Toyota fleet contract for fleet vehicles, ensuring effective utilisation within lease parameters.

Compliance & Risk Management

- Ensure relevant insurances are in place and current.
- Action any insurance claims for property and fleet as and when they arise.
- Ensure all assets comply with relevant legislation, standards, and safety requirements.
- Conduct regular audits and risk assessments to ensure staff safety and asset functionality.
- Identify potential operational, financial, legal, and reputational risks.

Financial Oversight

- Monitor asset-related budgets and expenditures.
- Support procurement processes and capital planning.
- Manage supplier contracts to ensure value for money.

Reporting & Analysis

- Provide regular reports on asset performance, utilisation, and condition (apart from fair wear and tear).
- Analyse data to inform decision-making and identify cost-saving opportunities.
- Provide monthly status reports of property/fleet/insurance to the Assets and Governance Committee.

Stakeholder Engagement

- Collaborate with internal departments and external partners to optimise asset use.
- Promote a culture of accountability and sustainability in asset management.
- Engage with program areas to ensure property, vehicles, and assets are aligned for business use.

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

Integrity & Trust

Collaboration & Innovation

Achievement & Excellence

Respect & Empowerment

Empathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

Selection Criteria

Essential

- Proven experience in asset management, facilities management, or related field.
- Understanding of asset lifecycle principles and regulatory compliance in Australia.
- Strong organisational and analytical skills.
- Excellent communication and stakeholder engagement abilities.
- Experience working in or with not-for-profit organisations is highly desirable.
- Relevant tertiary qualifications in asset management, engineering, business, or related discipline.

Desirable

- Experience in managing change in a complex environment effectively and with sensitivity and the ability to negotiate appropriate outcomes in complex work situations.
- Commitment to the values and mission of the not-for-profit sector.
- Ability to work independently and collaboratively in a dynamic environment.
- Proficiency in property management software and Microsoft Office Suite.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____