

Information Pack for the role of Asset Accountant



Closing date for Applications is 5pm Monday 28 January 2019

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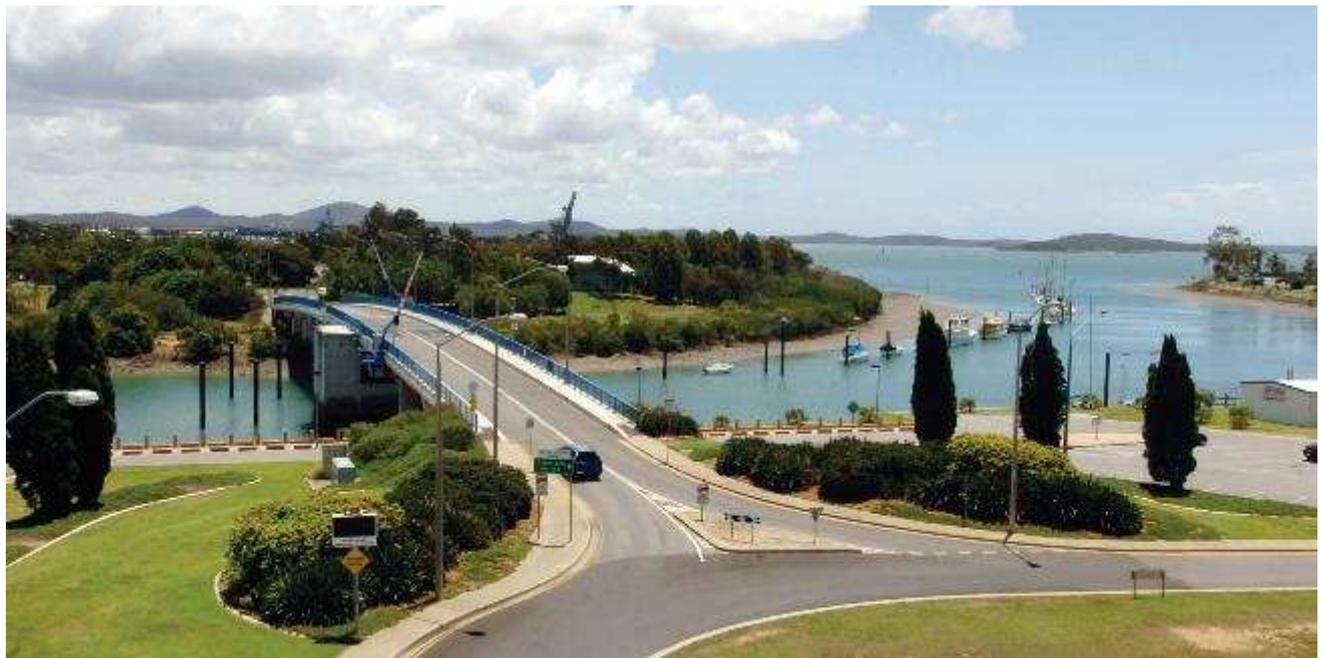
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Gladstone

MESSAGE FROM THE ACTING CHIEF EXECUTIVE OFFICER



Thank you for your interest in working for Gladstone Regional Council.

We are looking for enthusiastic, forward-thinking achievers whose talents and expertise will help direct Council and the Gladstone Region community into a new and exciting future.

Council is implementing a new way of operating and a new organisational structure, designed to place us at the forefront of innovation, customer and community service, social responsibility, asset management and employee engagement.

As one of our structure's new positions, created to assist us to actively adapt to our community and business's changing needs, this role will play an important part in our organisation's transformation.

Our future includes being at the cutting edge of technology and innovation, more fiscally accountable, environmentally responsible and ready for economic change. We're also increasing our focus on supporting an engaged, safe and high-performing workforce and earning the advocacy of our customers and community.

Paired with a new, aspirational Corporate Plan including a fresh new vision, mission and values statement, there are exciting times ahead at Gladstone Regional Council and, as a prospective employee, you have the chance to play a very important role.

With change comes opportunity, and we are looking for the right candidates to join our existing passionate team in harnessing those opportunities to create a successful career with our organisation.

As we build a strong foundation for the success for our people and region into the future, I thank you for expressing your interest in working for Gladstone Regional Council.

Leisa Dowling
Acting Chief Executive Officer

THE POSITION, ITS OPPORTUNITIES AND CHALLENGES

Gladstone Regional Council is seeking an Asset Accountant. This is a key role in the organisation delivering strategic financial information to enable risk based strategic decision making.

Working with the Finance team on long term financial plans, this role is responsible for supporting the Strategic Asset Performance team in understanding the financial impact of asset decisions and to assist in the identifying asset investments and ensuring funding requirements are fully understood.

Key Responsibilities

- Develop, maintain and implement Asset Accounting framework.
- Ensure Asset records are maintained in accordance with regulatory requirements and accounting standards.
- Review of long-term financial plans.
- Develop asset valuation processes.
- Evaluation of cost impacts of asset decisions.

Required experience and required qualifications:

- Tertiary Qualification;
- CPA/CA Qualification;
- Demonstrated experience in asset management accounting;
- Strong analytical skills; and
- Strong knowledge of financial applications.

The Gladstone Region is a dynamic Central Queensland coastal region that provides an enviable lifestyle and economic stability for more than 63,000 residents. The Council delivers essential services to the community and promotes sustainable growth of the region, with a strong focus on creating a safe, inclusive and efficient workforce and providing opportunity for personal growth and career development for its 650-plus employees.

Gladstone Regional Council is looking for enthusiastic, forward-thinking achievers whose talents and expertise will help direct Council and the Region's community into a new and exciting future.

The future includes being at the cutting edge of technology and innovation, more fiscally accountable, environmentally responsible and ready for economic and political change. We're also increasing our focus on supporting an engaged, safe and high-performing workforce and earning the advocacy of our customers and community.

The Gladstone region has all the benefits you would expect of a rapidly growing industrial area without sacrificing its natural beauty. Gladstone serves as gateway to the Great Barrier Reef and Heron Island and is situated on one of Australia's largest harbours making it great for water recreation. The region boasts sprawling parklands, beautiful beaches, lush forest, historical towns and areas as well as a relaxed tropical weather year-round.

Gladstone Regional Council offers its employee great incentives including;

- Salary Packaging
- Learning and Development

- 12% Employer superannuation and salary sacrifice options
- Health and Wellbeing services
- Recognition Programs
- Social Club



Further information about the role is included in the **Position Description at Attachment 1.**

Main Beach

ABOUT THE ORGANISATION

Gladstone Regional Council delivers essential services to support a thriving, diverse community and promote the sustainable growth of our region.

From a premiere entertainment and conference facility and the provision and management of \$2.2 billion of assets, to the delivery of community events and award-winning parks and community wellbeing services, and much more, Gladstone Regional Council offers a diverse range of career development opportunities.

GRC is a modern local government, focusing on building sustainability for its organisation and region through a strong, resilient community; prosperous, diverse economy; environment that supports our needs and lifestyle; and rigorous Council processes.

The Council strives for informed decision making; cooperatively working with community, industry and other tiers of government for the benefit of the region's current and future residents.

They are a business-friendly Council that is open for business; an enabler, cutting red tape and supporting local business wherever possible. The organisation is committed to making the Gladstone Region one that accommodates the cradle to grave needs of their community, where their diverse, inclusive community lives and ages well.

The council has an operating budget of \$278M and a workforce of 661 employees.

Refer to the following link for more information about the benefits of working for GRC:

<http://www.gladstone.qld.gov.au/work-for-us>



The Gladstone Council Region

It also plays an important role in community governance and as a forum for local decision-making, helping to deliver the priorities of the Queensland State Government locally and regionally.

Council has a strong focus on creating a safe, inclusive and efficient workforce and providing opportunity for personal growth and career development for its 650-plus employees.

Council employees enjoy flexible work arrangements, learning and development opportunities, an Employee Assistance Program, health and wellbeing initiatives, and generous leave entitlements.

Gladstone Regional Council offers its employee great incentives including;

- Salary Packaging
- Learning and Development
- Health and Wellbeing services
- Recognition Programs
- Social Club

Gladstone Regional Council's Councillor group consists of a Mayor and eight Councillors, elected every four years on an undivided basis.



East Shores, Gladstone

Profiles of the Mayor and Councillors can be found at:

<http://www.gladstone.qld.gov.au/mayor-and-councillors>

View the Organisational Chart for Gladstone Regional Council at:

<http://www.gladstone.qld.gov.au/documents/1570002/2220234/WebSite%20Reports%20To%20Chart.pdf>

ABOUT THE GLADSTONE REGION

The Gladstone Region is a dynamic Central Queensland coastal region that provides an enviable lifestyle and economic stability for more than 63,000 residents.

Located about 550km north of Brisbane and covering a 10,500km² area, the Gladstone Region is an industrial powerhouse of the Australian economy.

It is home to two of the world's largest alumina refineries, Queensland's largest multi-commodity port, the liquefied natural gas (LNG) industry and other industrial giants and is renowned for its employment opportunities and skilled workforce.

Gladstone City serves as a gateway to the Great Barrier Reef and Heron Island. It is situated on one of Australia's largest and safest harbours, making it ideal for water recreation. Sprawling parklands and a stunning marina are elements in Gladstone's lifestyle, along with award-winning restaurants and modern shopping facilities.

The region boasts beautiful beaches, lush forest, historic towns and areas of environmental significance as well as a relaxed, tropical atmosphere which makes the Gladstone area, 'The Region of Choice'.



Blackmans Gap

Outstanding parklands and recreational facilities, including award-winning and first-of-their-kind playgrounds like Gladstone’s Pump Track and Lions park and Miriam Vale’s Alf Larson/Lions Park, add to the family-friendly vibe of the region.



Tondoon Botanic Gardens

In addition to work and play, the Gladstone Region is also the ideal place to learn with high quality educational facilities available to youngsters from pre-school to Year 12, in addition to the Gladstone campus of the world-class CQUniversity and its range of TAFE courses.

Maintaining the region’s enviable liveability by balancing the health of our natural environment with the need for continued economic development is of the highest priority to Council, as evidenced by its advocacy for renewable energy projects to create a clean energy future for the region.

The Gladstone Region will soon be home to at least two solar power farms and Council’s award-winning Benaraby Landfill Gas-to-Power Project extracts gas generated by landfill waste and converts it into green power in an environmentally, economically and socially sustainable manner, contributing to the region’s energy infrastructure.

The conversion of solar power to hydrogen for export to Japan is another exciting opportunity that is being explored.

RECRUITMENT PROCESS AND HOW TO APPLY

How to Apply

Please submit your application via the Leading Roles website: <https://www.leadingroles.com.au>.

Please upload:

- A covering letter addressing the *Position, its Opportunities and Challenges* section of this information pack.
- Your CV, preferably in Microsoft Word or PDF format.

Recruitment Process timeframes

<i>Application Period:</i>	Monday 7 – Monday 28 January 2019
<i>Closing date for Applications:</i>	5pm on Monday 28 January 2019
<i>Initial Assessment:</i>	28 January – 1 February 2019
<i>Council Interviews:</i>	Week commencing 11 February 2019

**Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.*

Assessing Applications

Initial interviews

Leading Roles will review all applications received and identify suitable candidates to conduct initial interviews with. These interviews will be conducted by Leading Roles via an online web conference or by telephone.

We will assess your application against Council's Selection Criteria as detailed in the Position Description in these initial interviews.

Shortlisting and Council Interviews

Council will determine a shortlist of suitable candidates, and will arrange interviews with Council's interview panel, depending on candidate and council staff availability.

The interview panel will consist of 2 -3 members of council staff. Council may elect to include a non-voting panel member for assessment of technical competency.

Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes.

Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.



Council Chambers

Privacy Information: *Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission or we are required by law.*

CONTACT



- > **Gemma Sheridan**
- > Talent Consultant
- > Leading Roles
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- > www.leadingroles.com.au
- > ABN: 53 142 460 357



Ubobo General Store

ATTACHMENT 1 – POSITION DESCRIPTION

Position Title	Asset Accountant		
New - 205	11203		
Business Unit	Strategic Asset Performance		
Group	Asset Governance		
Work Location	Gladstone Office		
Position Status	Permanent Full Time		
Classification Level	Common Law Contract		
Employment Conditions	Industrial Relations Act 2016		
Reporting line	Manager Asset Governance	Position No.	11202

PART A
POSITION PURPOSE

The purpose of this position is to deliver efficient and effective accounting and reporting requirements of Council's fixed and natural assets to meet regulatory and organisational requirements and provides assistance to Managers in the Strategic Asset Management group to enable risk based strategic decision making understanding whole of life costs. This position supports the Strategic Asset Performance team to understand the financial impact of asset decisions, to assist in identifying inflection points for asset investments and to work with Finance Governance Risk team to ensure funding requirements for asset renewals are fully understood.

POSITION RESPONSIBILITIES AND KEY ACCOUNTABILITIES
Delivery

- Establish an asset accounting framework including developing, maintaining and implementing procedures and work practices to facilitate an asset audit trail.
- Establish asset accounting outcomes to ensure asset records are maintained and comply with good business practices, regulatory requirements, accounting standards.
- Ensure that asset accounting is integrated into all aspects of the business to support informed decision making.
- Develop unit rates based on evaluation of past projects and best practice estimating tools.
- Prepare budget submissions based on review of the long term financial plan to ensure asset replacement programs are reflective of asset registers and cost estimates are in line with unit rates.
- Review the development of asset depreciation schedules and forecasts in conjunction with Finance, Governance and Risk business unit.
- Develop asset valuation methodology processes and coordinate timely reviews of asset values in accord with policy and business requirements.
- Contribute to the preparation of the annual financial statements and financial audits including, but not limited to compiling the disclosure notes relating to fixed assets.
- In consultation with other sections of the organisation review and maintain asset hierarchies and useful lives.

- Develop and implement frameworks to evaluate the financial impacts of asset decisions such as inventory, changes in level of service, standards, the point of inflection of assets.
- Ensure that monthly reconciliation of revenue accounts and claims for infrastructure grants sources, are prepared and dispatched as required by the relevant funding agencies.
- Assist Managers with preparation of budget documentation.
- Coordinate the financial aspect of grant submissions across Strategic Asset Performance and develop frameworks to ensure financial grant conditions are efficiently and effectively met within required timeframes.
- In partnership with relevant Strategic Asset Performance Managers, monitor financial performance of the service provider in delivering capital, operating and maintenance plans and report on areas of concerns, undesirable trends and discrepancies of reported data.

Improvement / Operational Excellence

- Develop frameworks for Strategic Asset Performance officers to utilise in the preparation of capital works and funding application documentation, specifically the business case and the financial benefit component.
- Contribute to the development, review and maintenance of Asset Management policies, plans and procedures.

Customer Service (internal & external)

- Participate in the Asset Investment Review committee with ownership over asset accounting parameters including useful lives, depreciation schedules and valuation methodology.
- Work collaboratively with Finance Governance and Risk and Operations groups.
- Be responsive to the changing needs of internal and external stakeholders.
- Promote a customer service culture within Council ensuring high satisfaction and efficient service delivery.
- Maintain good relationships with all customers by meeting service level requirements, deadlines and agreed expectations.
- Ensure administration requirements of the Strategic Asset Performance group are met through the effective and efficient management of administration resources.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

These relationships are important for understanding the nature of the interpersonal skills required to successfully perform the role.

- The Strategic Asset Performance leadership team.
- Finance Governance and Risk management accounting and reporting functions.
- Dotted reporting line to the Chief Financial Officer.
- Operations business unit leadership team and Group Managers.

ESSENTIAL REQUIREMENTS FOR THE ROLE

1. Tertiary qualifications in accounting/business/finance or appropriate discipline.
2. CPA/CA qualification.
3. Experience in asset management accounting.
4. Strong analytical skills.
5. Proficient keyboard skills and experience using Microsoft Office Suite and corporate business systems.
6. In depth knowledge and understanding of accounting standards.
7. Good knowledge and experience of appropriate financial applications, general ledger and other accounting modules in an integrated financial system environment.
8. Demonstrated skills and experience in conducting investigations of financial accounting matters.
9. Demonstrated experience in asset accounting and reporting, including accounting treatment of assets.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

1. Experience in asset engineering environment
2. Bachelor's degree in quality management.
3. Certificate IV in training and assessment.
4. Process mapping qualifications.

MANDATORY COMPONENTS OF THE ROLE

Mandatory for the position at Council and training will be provided if required.

1. Acquire and maintain current knowledge of the requirements and functions of employees and Council under the Local Government Act 2009.
2. Remain abreast of statutory requirements of the Work Health and Safety Act and Regulations 2011, Anti-Discrimination Act 1991, Information Privacy Act 2009 and Right to Information Act 2009 and any other state and federal legislation delegated to Council for enforcement and ensure precise application and continued organisational compliance.
3. Knowledge of TechOne and Assetic My Data and My Predictor.
4. Understanding of infrastructure assets in Local Government.
5. Ability to solve problems using standard and innovative thinking.
6. Operate Council's corporate business systems.
7. Appointment as an Authorised Person under relevant State Government and Council Legislation.
8. Availability to work outside of normal hours and travel as required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

SUPERVISORY CONTROL AND EXTENT OF AUTHORITY

- This position works under broad direction.
- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

PART B

KEY LEADERSHIP PERFORMANCE STANDARDS AND EXPECTATIONS

LEADERSHIP

- Promote and inspire others to share ownership of and contribute to Council's vision and goals.
- Role model Council's values; maintain confidentiality and always act in accordance with Council's Code of Conduct.
- Maintain strong and effective relationships across Council incorporating and strengthening collaborative and interdisciplinary teamwork.
- Take a proactive approach to the management of conflicts (and perceived conflicts) of interest for self.

- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Demonstrate a high degree of personal accountability and self-organisation and take responsibility for maintaining a working knowledge of all legislative and regulatory obligations of Council as they apply to the role.
- Keep abreast of legislation as recorded in position description and any other state and federal legislation delegated to Council for enforcement to ensure effective compliance in the areas of responsibility.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority relevant to the position.
- Promote a culture of high performance and support others to deliver operational objectives across Council.

HEALTH, SAFETY AND WELLBEING

- Ensure the work environment supports work health and safety (WHS) legislation and systems.
- Encourage, promote and ensure that work has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Maximise awareness through participation in activities that promotes work health and safety continuous improvement throughout the organisation.
- Ensure you and your colleagues comply with the Work Health and Safety Act 2011, policies, procedures and advices with a particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into Councils safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.
- Ensure the organisation has work health and safety mechanisms in place that enable consultation and accountability on work health and safety matters.

VALUES AND ETHICS

- Model the highest standards of personal, professional and organisational values and behaviours and maintain a lawful, professional and ethical approach to decision-making and resource allocation
- Deliver open, honest, impartial (free from bias or conflict of interest) and constructive advice to Council.
- Ensure effective systems are in place to ensure Council compliance with legislative responsibilities and requirements.

MANAGE RESOURCES

- Effectively utilise financial, human and asset resources under your control to optimise Council performance.
- Comply with legislative and Council's financial and asset management requirements.
- Provide feedback on the efficiency and effectiveness of resource utilisation.
- Maintain professional networks to enable effective sharing of knowledge and information between Council and other agencies to improve community outcomes and maximise delivery efficiency.

SOCIAL RESPONSIBILITY

- Apply effective community and customer engagement and consultation processes.
- Ensure the work areas activities establish Council as a leader in environmental management.
- Monitor and act on community satisfaction with Council performance

PART C: SIGN OFF

POSITION APPROVAL	
Approved by:	Chief Executive Officer
Revised Date:	5 June 2018

Performance standards for this position will be detailed in an individual bi-annual achievement review plan and may include Key Result Areas and/or Key Performance Indicators. This position description is subject to change from time to time to meet the requirements of Council's strategic direction.