

# Senior Asset Management Specialist

## Job Description

<b>Reports to:</b>	<b>Finance Manager</b>
<b>Division:</b>	<b>Corporate Finance</b>
<b>Business Centre:</b>	<b>Finance</b>
<b>Date Updated:</b>	<b>2026</b>

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**Job Scope:** The Senior Asset Management Specialist is responsible for providing analysis, and subject-matter expertise to support the Town's corporate asset management framework, long-term financial sustainability, and inform leadership decision-making. This role focuses on the strategic use of asset data, including lifecycle analysis, risk-based investment planning, scenario modeling, and service-level analysis, to guide capital investment priorities, infrastructure funding strategies, and long-term financial planning.

Reporting to the Finance Manager, the Senior Asset Management Specialist acts as the Town's senior advisor on asset management, translating complex technical and financial information into clear, decision-ready analysis, while working within the governance, accountability, and direction established by the Finance Manager and the Chief Financial Officer (CFO).

### Key responsibilities of the job are as follow:

#### 1. Senior position responsibilities:

##### Team & Leadership Support

- Serve as the first point of contact for day-to-day operational support to team members;
- Support the team leader in ensuring work assignments are completed;
- Review work of team members and provide constructive feedback;
- Oversee practicum students, including performance management; and
- Model and promote a positive workplace culture.

##### Scheduling & Operational Efficiency

- Recommend efficiencies for shift schedules and draft final schedules for leader approval;
- Support work area learning initiatives and goal setting;
- Ensure activities are conducted in accordance with Occupational Health and Safety (OHS); and Administrative Guidelines.

##### Training & Development

- Conduct training, orientation, and mentoring of team members; and
- Support employee recruitment and provide recommendations to the leader.

##### Strategic & Service Delivery Support

- Handle complex assignments or tasks requiring advanced expertise; and
- Provide input and support execution of service levels, Business Centre plans, and the Corporate Business Plan as required.

## 2. General responsibilities:

### **Asset Management Advisory Services**

- Provide strategic leadership and subject-matter expertise for the Town's corporate asset management framework, under the direction of the Finance Manager;
- Act as a senior advisor to the Finance Manager, CFO, SLT, and Business Centre Managers (BCMs) on asset sustainability, infrastructure investment trade-offs, service levels, and long-term funding pressures;
- Guide the alignment of departmental asset management plans with corporate asset management and financial strategies;
- Mentor and provide strategic guidance to the Asset Management Specialist (technical role);
- Support the development of asset management plans and capability across the organization through advising, coaching, and transferring knowledge;

### **Asset Management Optimization and Analysis:**

- Analyze and provide recommendations on the strategic use of asset data, including lifecycle costing, condition assessment modeling, risk analysis, and long-term scenario analysis;
- Establish and refine asset investment prioritization methodologies that consider risk, levels of service, financial capacity, and Council priorities;
- Oversee the development and use of asset management plans, performance measures, key indicators, dashboards, and analytical tools to inform strategic decisions;
- Ensure asset data supports evidence-based capital planning, long-term financial forecasting, and service-level discussions;
- Collaborate with BCMs, technical staff, and finance staff to ensure asset data is accurate, consistent, and aligned with strategic decision-making needs;
- Support asset-management-related grant strategies and business cases by ensuring lifecycle analysis and asset data are strategically framed;
- Integrate Enterprise Risk Management (ERM) principles into asset investment planning and prioritization.

### **Compliance:**

- Support the Finance Manager and CFO in ensuring the Town's asset management practices align with applicable legislation, standards, and best practices, including the Municipal Government Act, Public Sector Accounting Standards (PSAS), and recognized asset management standards (e.g., ISO 55000);
- Monitor emerging legislative requirements, standards, and municipal best practices related to asset management and infrastructure planning;
- Lead reviews and provide recommendations for asset-management-related policies, standards, and governance frameworks, for approval and implementation through the Finance Manager and CFO;
- Recommend improvements to asset management governance, reporting, and decision-making processes to enhance transparency, accountability, and long-term sustainability.

## 3. Other responsibilities:

- Prepare asset management reports, dashboards, and briefing materials for Council, Council workshops, and senior leadership, as delegated by the Finance Manager and CFO;
- Respond to requests related to asset condition, lifecycle costs, risk exposure, and long-term infrastructure sustainability;

- Support Council-directed initiatives related to asset sustainability, infrastructure renewal, climate resilience, and growth impacts on infrastructure;
- Projects & initiatives as assigned.

### **Qualifications and required skills:**

- **Education:** Equivalent to completion of a University (bachelor) program in a Technical/Business/Scientific Field of Study and/or work. The work requires a sound understanding of the underlying theoretical principles and concepts associated with the subject area and an understanding of the relation of these to the responsibilities of the job. This specialized training is often recognized by a degree in Engineering, Finance, Business, Asset Management or a related discipline.
- **Certification:** Professional Asset Management Certification such as PEMAC AMP, CAMP, CAMA required.
- **Experience:** 5 or more year's of progressively responsible experience in asset management, infrastructure planning, municipal finance or a related field, with a demonstrated strategic focus. Experience supporting strategic decision-making in a municipal or public-sector environment is highly desirable. 1 year of experience in indirect supervision and/or leadership/mentorship.
- **Skills:**
  - **Strategic Asset Management & Analysis:** Advanced expertise in asset management principles, lifecycle and risk-based analysis, infrastructure investment planning.
  - **Communication, Leadership & Collaboration:** Strong ability to communicate complex information in plain language, facilitate cross-functional collaboration, build relationships, and provide strategic leadership and mentorship in multidisciplinary environments.
  - **Organizational & Program Management:** Proven capability to manage multiple strategic initiatives, competing priorities, and complex deliverables in a fast-paced municipal or public-sector environment.
  - Proficiency with asset management systems, financial models, and analytical tools.