

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Asset Management Officer

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - Treasurer
 - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - **Asset Management Officer**
 - Governance Officer
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Asset Management Officer

Purpose of the role	Monitor, review and regularly report to Board on DSC compliance with asset management systems, in accordance with Board and Club priorities.
Relationships	This position acts as a conduit between the Board, the DSC Manager and maintenance staff to ensure the effective and efficient management of Club assets in a timely manner, and in accordance with approved asset management programs. This position requires the incumbent to develop and maintain strong and professional working relationships with key DSC personnel and Board members.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Provide guidance and support for DSC General Manager and DSC Maintenance staff, in the implementation of efficient and effective asset management systems and processes. • In conjunction with the Club's maintenance staff, make recommendations for the effective management of the Club's assets • Propose recommendations for a 3-year asset management plan for Board approval, forecasting maintenance and replacement requirements, in conjunction with the General Manager and the Club Treasurer, and undertake regular monitoring and review of the implementation of the approved program • Undertake regular audits of asset registers and other records, ensuring they are kept up to date • Monitor and report on compliance with relevant WHS legislation requirements • Ensure high professional standards are developed and maintained
Reporting	This position is expected to prepare a monthly written report for the Board, in conjunction with the General Manager
Method of appointment	Appointed by the Board for a 2-year term

Desired skills or requirements	<ul style="list-style-type: none"> • Previous experience or a solid understanding of asset management, building management and/or maintenance, including marine equipment, buildings, grounds etc
Key skills/abilities	<ul style="list-style-type: none"> • Demonstrated effectiveness in the auditing of established asset management systems and processes and provide advice in the establishment of new processes • Excellent organisational and time management skills and well-developed oral and written communication skills • Strong commitment to continuous improvement and pursuit of innovation • Demonstrated problem solving and analytical skills • Willingness and ability to prepare regular reports • Willingness and ability to report honestly and objectively, and constructively
Experience and knowledge	<ul style="list-style-type: none"> • Knowledge, willingness and ability to work in compliance with applicable Health & Safety, Environmental and other relevant legislation/regulations
Personal attributes	<ul style="list-style-type: none"> • Genuine interest in sailing and the Darwin Sailing Club