

JOB DESCRIPTION

Position:	Sub Division Asset Manager
Location of position:	Various Divisional Offices
Reporting to:	Manager Planning, Development & Research
Specific accountabilities:	As follows

PURPOSE

The Subdivision Asset Manager (SAM) is responsible for ensuring that any negative impact from Development and Subdivision are adequately mitigated within the policies of the Government of Fiji, the FRA and its funding partners. The SAM will be responsible for managing and leading the divisional Asset Management team in the processing and assessment of subdivision applications, development applications, request for use of road reserve and amendment to scheme. The SAM will collaborate with internal and external stakeholders to ensure that the objectives of the FRA and key performance requirements are met whilst assisting the Asset Manager in projects as and when required and undertaking planning duties.

Key Duties and Responsibilities

- Ensure that all Subdivision, Development, and Re-zoning applications are assessed within the given turnaround time.
- Liaise with the Delivery team and Traffic Engineer for the processing of Traffic Impact Assessment (TIA), Traffic Impact Statement (TIS) and Environmental Impact assessment (EIA) providing recommendations. Ensure the effective, efficient, friendly and positive service is provided with given deadlines.
- Ensure compliance with the relevant laws and legislation. This to include but not limited to, Town Planning Act 1946, Subdivision of Land Act 1937, Local Government Act 1972, Land Transfer Act 131, Fiji Roads Authority Act 2012, Roads Act 1914, Public Health Act 1935, Surveyors Act 1969.
- Attend meetings, consultation with customers, authorities and stakeholders including public awareness activities in relation to any road by laws, legislation and policy.
- Prepare reports, board papers and responses (including approvals & refusal) to applications in an efficient and effective manner on a timely basis.
- Prepare and update policy, standards, checklists and response templates as and when required.
- Keep abreast of legislation, regulation, and government guidance in respect of planning, subdivision and development.
- Ensure proper management of the various registers with the Asset Management Team Unit.
- Ensure that there the impact on the existing network work is minimised as a result of a proposed development.
- Provide advice to the Legal Office on matters relation to road vesting and dedications.
- Contribute to a high performing Asset Management Team Unit.



- Ensure the Consultants work is carried out in an effective and efficient manner and in the best interest of the Authority.
- Ensure that all application for road use (Billboard, Taxi base/booth, signage, mini market, etc.) applications are assessed within the given turnaround time.
- Review technical reports such as TIA & TIS and on major developments and projects and provide guidance to consultants.
- Process applications for road name as per the Road Naming Policy and review the road naming policy as required.
- Assist in the formulation and development of the necessary bylaws, legislation and policy for the effective and efficient management of the road network.
- Perform any other duties as assigned by the Head of Department and Chief Executive Officer.

COMMON ACCOUNTABILITIES

Competence

- Schedule work across multiple teams or units to maximise their effectiveness and achieve objectives and monitor the outcomes
- Ensure that all actions are within such powers as may have been delegated by the Authority.
- Present information in a report that explores the links between the issues and draws conclusions.
- Monitor/audit quality standard, provide guidance and direction to staff on quality standard.
- Facilitate performance by setting targets, removing barriers and motivating and guiding work group to achieve results
- Identify the important issues and select an established procedure or innovate to address the problem
- Identify conflicts early and resolve these through seeking to reach mutually beneficial outcomes.

Compliance

- Ensure that all actions of FRA and its Contractors and other agents are at all times in accordance with law;
- Ensure that your actions are within such powers as may have been delegated by the Authority;
- Compliance at all times with FRAs Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the FRA or the CEO may make; and
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.



Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

Organisational Performance

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation;
- Good public relations.

Additional Responsibilities

Such additional functions and duties as the Manager Planning, Development & Research may from time to time require.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year– following submission of the Annual Report to the Minister (in March).

The Manager Planning, Development & Research will appraise the Sub Division Asset Manager and will be reviewed by the Head of Delivery.

The Subdivision Asset Manager in Consultation with the Manager Planning, Development & Research will evaluate the performance of: -

- The Subdivision Planning Assistant
- Planning Assistant



POSITION SPECIFICATIONS

- Degree Civil Engineering, transport planning, Land Use Planning, or equivalent in related field only
- Seven (7) years of experience in processing subdivision and rezoning applications, assessment of engineering plan, assess traffic impact studies, assessment development application, policy development and FRA Standards for pavement, traffic & road design
- Leadership experience (3 years in supervisory position)
- Experience in undertaking development of policy
- Knowledge of key legislations and subsidiary legislations such as FRA Act, Town and Country Planning, Sub Division of Lands, Local Govt Act, Land Transfer Act, Public Health Act and Surveyors Act
- Ability to review Scheme and sub divisional engineering plans
- Preparation of Reports
- Proven record of managing a high performance planning team
- Ability to lead team in carrying out assessment of planning, subdivision and development to deadlines
- Reliability, Honest, integrity and trust
- Initiative
- Innovative
- Proficient in MS-Office
- Focused Office organisation skills
- Good people skills
- Political nouns
- Good analytical and problem solving ability
- Good public relations skills
- The desire to work in an organisation where there is a culture of urgency, personal accountability, and of striving to perform
- Excellent command of English
- Member of professional institute recognised
- Valid Group 2 Driving licence. Preferred Manual.

This job description has been approved by:

Name	
Designation	
Signature	
Date	