

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Assets Manager</b>
POSITION NUMBER	<b>1G079</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	General Manager, Facilities
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO6 Level 1
CONTACT INFORMATION	Christopher Puccini – General Manager, Facilities Phone: (07) 3008 6131 Email: <a href="mailto:chris.puccini@stadiums.qld.gov.au">chris.puccini@stadiums.qld.gov.au</a>
VACANCY REFERENCE #	SQ42.26
CLOSING DATE	Sunday, 17 May 2026

## THE POSITION

The Assets Manager position is required to work closely with venue Facilities Managers and the SQ Financial Accountant to manage and maintain the operational asset registers, coordinate annual stocktakes and manage the fleet of leased vehicles and grounds equipment.

## WORK ENVIRONMENT

The position will work directly with the General Manager, Facilities, the Maintenance Manager, the Financial Accountant as well as Venue Management and Facilities Teams to maintain the operational asset register for each venue.

The Assets Manager reports to the General Manager, Facilities.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Manage and maintain the Technology One operational asset register for each venue, including asset commissioning, disposals, trade ins and transfers between venues.
- Work closely with the Maintenance Manager and the Infrastructure Planning and Delivery team to ensure asset records remain current during the delivery of maintenance and capital works.
- Manage the collection and uploading of new asset data as part of major projects delivery.
- Manage asset write offs process following annual stocktakes.
- Verify that all Major Works invoices have had any associated assets registered prior to payment.





- Coordinate and participate in the rolling annual schedule of asset stocktakes at SQ venues, including the SQ Corporate Office and the Technical Services Unit.
- Provide detailed asset reports to the Financial Controller relating to insurance renewal information.
- Manage the asset capitalisation process throughout the year, in conjunction with the Financial Accountant.
- Undertake lifecycle costing and planning assessments, including involvement in ongoing valuations of SQ's built assets.
- Review and manage the Asset Depreciation and Useful Lives schedule annually.
- Manage all asset registration processes, including Qld Transport vehicle registrations and WHS Qld Plant registrations.
- Manage fleet vehicle and grounds equipment leases.
- Support on-going training and development of all relevant staff in asset register management.
- Maintain the support tools, systems (i.e. the Technology One Asset Management System) and procedures for producing quality and timely asset information.
- Undertake administrative and project management tasks, as required.
- Prepare and communicate comprehensive technical and management reports to internal and external clients (including Board papers and Asset Strategic Plans).
- Manage the establishment and administration of building and maintenance related SQ Standing Offer Arrangements.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, equal employment opportunity, workplace harassment, bullying and discrimination.

#### MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Relevant qualification in asset accounting field, and/or equivalent relevant experience in strategic asset management.
- Minimum five (5) years demonstrated experience in asset management.

#### KNOWLEDGE, SKILLS AND EXPERIENCE

##### ESSENTIAL

- Previous experience with an asset management system (e.g. the Technology One Asset Management System, MIMS, MEX, etc).
- Demonstrated knowledge of asset lifecycle costing and planning to inform strategic decision making.
- Knowledge of current workplace health and safety legislation and Queensland Government Strategic Asset Management policy requirements.
- High level general management, leadership and negotiation skills.
- Highly developed attention to detail, accuracy, analytical and problem solving skills.



- High level communication skills, both written and verbal including the ability to prepare complex reports and correspondence.
- Working knowledge of asset register management and building construction principles.
- High level of knowledge of legislative and regulatory requirements associated with strategic asset management.
- Understanding of legal, contractual, commercial and policy matters related to asset management.
- Demonstrated understanding of fleet leasing arrangements.
- Demonstrated ability to work within tight timeframes and to manage a diverse workload.
- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice.

**DESIRABLE**

- High level knowledge of strategic asset management and asset accounting principles.
- High level understanding of major sports and entertainment facility requirements.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

#### ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

