

POSITION DESCRIPTION

Position Title:	Asset Capitalisation Officer		
Classification:	Band 5	Status:	Full Time - Maximum Term
Group:	Infrastructure and Environment	Business Unit:	Infrastructure Services
Reports to:	Coordinator Asset Management		
Direct Reports:	NIL	Date:	March 2024

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace

POSITION OBJECTIVES

To deal with asset records and information from a wide range of projects from across the business areas. This involves looking at engineering and project documentation provided in various forms, which needs to be recognised in Shire's Asset Management Information System (AMIS) and mapping application to reflect both accounting and engineering reality.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Update & maintain asset registers within the AMIS and spatial datasets. This will include timely updating of assets built through the annual capital works program and developer/grant-funded works.
- Maintain the currency and accuracy of the Council's infrastructure asset register by recording infrastructure assets' replacement, refurbishment, addition, and disposal.
- Liaise with Project Managers to specify as-constructed asset information requirements, ensure compliance with Council's adopted capitalisation process and manage drawings and schematics.



- Record unit rates and project costs associated with all asset groups to assist in-house and external Infrastructure Asset class revaluations.
- Collect and validate asset data (both office and on-site) and perform valuable data cleansing.
- Undertake migration of large data sources from external databases into an appropriate, fit for purpose, best practice format into council's AMIS, applying the necessary change management, data validation and testing in advance of applying changes to the live production environment.
- Provide assistance to maintain and enhance the Council's AMIS, data management, best practice capitalisation process and analytics capabilities.
- Deal with internal/external asset information inquiries on time to ensure best practice standards are achieved.
- Any other duties within limits of the employee's skill, competence and training.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Be accountable for your decisions and actions and consistently demonstrate personal and professional integrity, consistent with the Cardinia Shire Council values framework.
- Work with other business units to achieve best practices and a practical corporate approach to asset & spatial data collection, maintain integrity, data storage, management, maintenance, and display.
- Support ongoing enhancement and improved utilisation of the Council's AMIS throughout the organisation, including its integration with other corporate systems and data.
- Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans.
- Decisions and actions may be reviews by more senior employees.
- Establish practices and procedures to ensure that the Council's AMIS and corporate datasets are maintained and used to meet Council's service needs.



JUDGMENT AND DECISION MAKING

- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice usually available within timeframe to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of lifecycle asset management principles.
- Knowledge and understanding of relevant legislation, accounting standards and guidelines about infrastructure assets
- Competent skills using AMIS and GIS software in creating, maintaining, renewing and disposing of infrastructure assets that are the responsibility of local government.
- Understanding asset data structure as required by financial, auditing, operational and asset management capability requirements.
- Expertise in systems and data analytics, including improving data quality within systems, reporting and analysis of data to meet the data output needs of the organisation.
- Possess an understanding of long term unit goals and appreciation of wider organisational goals.
- Understand the function of the position within its organisational context, including relevant policies, regulations and precedents.

INTERPERSONAL SKILLS

- The ability to present technical information in formal and informal training sessions.
- Ability to seek input from and negotiate with a wide range of stakeholders to assist in developing asset capitalisation processes and guidelines.
- Highly developed interpersonal skills the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Ability to work effectively as part of a team and to be able to instil the teamwork philosophy in other staff.
- Ability to use discretion and diplomacy in handling matters of a sensitive or confidential nature.
- Ability to gain co-operation and assistance from staff in other council service units.
- Write reports in field of expertise and/or prepare external correspondence.

MANAGEMENT SKILLS

- Ability to develop and implement new business processes using technology.
- Exceptional organisational skills matched by a drive to learn and grow within the role.
- Time management skills, priority setting and planning and organising the work to be done, and the work of other employees to achieve objectives in the most efficient method possible.



QUALIFICATIONS AND EXPERIENCE

- Working knowledge and proficiency in Asset Management Information System (AMIS), preferably in Conquest.
- Sound knowledge of infrastructure asset classes, including asset componentisation.
- Appreciation of the multi-disciplinary nature of capital projects in Local government.
- A thorough understanding of asset management and project management practices.
- Working knowledge and experience in GIS and spatial mapping software (ArcGIS and QGIS).
- Current Victorian driver's licence essential.

KEY SELECTION CRITERIA

- Working experience with the application of asset management information systems (Conquest experience is desirable) and spatial mapping software.
- High-level competency in Microsoft Excel and spatial analytics with the ability to assist in data interrogation and analysis.
- Experience in recommending process/system improvements to enhance data confidence and maturity levels.
- Demonstrated ability to perform on-site supervision of project data collection.
- Extensive experience in capturing asset information from field inspections and As Constructed drawings provided in PDF, AutoCAD and A-Spec formats.
- Proven ability to maintain productivity levels when working alone and unsupervised.
- Excellent oral and written communication skills with internal/external stakeholders.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full-time maximum term position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.

