



Position Description – Asset Officer

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| Division | Corporate Services |
| Portfolio | Governance and Risk |
| Business Unit | Asset Data Quality |
| Level | 5 |
| Reports To | Coordinator Asset Data Quality |
| Prescribed Position | No |

Position Objective

To provide comprehensive asset management services for all assets in the City in conjunction with asset managers and the Asset Management Planning Team.

Developing and maintaining consistent processes for the management of assets across the City.

Key Responsibilities

- Assist in the preparation of Asset Management Plans for assets in consultation with Asset Managers and the Coordinator Asset Data Quality.
- Interrogate asset data producing reports about asset condition, value of assets, remaining useful life and key performance indicators and other asset attributes.
- Ensure that upon the completion of maintenance and capital projects, and acceptance of contributed assets, that asset registers are updated to record changes to existing assets and the inclusion of new assets.
- Test asset data for accuracy and consistency in accordance with corporate data processes.
- Prepare and undertake regular audits of the condition of assets under the direction of the Coordinator Asset Data Quality.
- Prepare and undertake valuations of assets under the direction of the Coordinator Asset Data Quality.
- Provide data to asset managers and project managers to facilitate integration of capital projects.
- Provide asset information to be used to prepare the Council's Long-Term Financial Plan.
- Implement asset management processes and contribute to the continuous improvement of the corporate Asset Management System.

- Assist Asset Managers in the preparation of annual budget bids and in the development of the four-year capital works program.
- Assist in collecting data about activity levels and levels of service of assets so that asset utilisation can be benchmarked against community expectation.
- Assist the City Futures Division by providing advice about assets affected by urban development and land divisions.
- Assist with strategic plans by providing asset information to relevant officers.
- Actively contribute to the GM Corporate Services Division's initiatives, Business Plan actions and policy.
- Undertake other related duties as required for the effective and efficient operation of the Asset Management Planning Team.
- Follow defined information management practices, policies and procedures for all records created and received.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

Excellent customer service and administrative skills.

Excellent verbal and written communication skills.

Excellent time management skills and an ability to determine priorities and deliver on agreed timelines.

Positive attitude, highly motivated and ability to generate confidence.

High level problem solving, creativity and improvisation skills.

High level of tact, diplomacy and confidentiality.

Highly developed research and data management skills.

A sound level of self-discipline and ability to work with minimal supervision, either as a member of a work team or individually as required.

Proven ability to successfully interact with people at all levels.

Advanced computing skills including knowledge of the Windows Explorer and Internet Explorer environments.

Working knowledge of the Microsoft Office suite of desktop applications.

Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.

Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.

Demonstrated behaviour consistent with the corporate values.

Knowledge

Knowledge of engineering, open space, property and water management principles and procedures.

Knowledge of contemporary asset management principles and procedures.

Knowledge of (or ability to quickly acquire) policies and procedures of Council.

Knowledge of effective customer service.

An understanding of assets, their components and their lifecycles.

An understanding of Council assets and capital projects.

An understanding of general office procedures.

Knowledge of responsibilities in creating and maintaining Child Safe environments.

Experience

Demonstrated experience working in a diverse organisation with limited supervision.

Previous experience in the management of assets, asset management, and planning and completing asset inspections.

Qualifications & Requirements

An appropriate tertiary qualification in engineering, project management, or asset management is preferable, unless relevant skills and experience with a lesser academic qualification can be demonstrated

Desirable

IPWEA Professional Certificate in Asset Management Planning

Desirable