



POSITION DESCRIPTION

Position Title	Asset Management Analyst	Classification	Band 6
Directorate	Infrastructure and Environment	Department	Assets and Capital Delivery
Direct Reports	None	Date	Sept. 2026
Reports to	Asset Management Coordinator		

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 supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

This position provides specialist asset management analysis and advice to support strategic asset planning, valuation, lifecycle forecasting and data governance activities across the organisation. The position plays a key role in the maintenance, quality assurance and continuous improvement of asset information systems, condition datasets and asset management processes. It applies professional judgement and data-driven insights to identify and resolve complex asset information and reporting issues, supporting informed decision-making and long-term service outcomes.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Asset Data Management

- Maintain and improve asset register structures, component hierarchies, and asset data to support operational, financial, and lifecycle management requirements.
- Develop and maintain processes to ensure asset and spatial data is accurate, complete, and up to date.
- Analyse, reconcile, and report on asset data from multiple systems to support decision-making and asset performance.
- Identify data quality issues, risks, and improvement opportunities, and recommend corrective actions.

Asset Condition Assessment

- Provide data and geospatial input in asset condition inspections and ensure condition data is accurately recorded in asset management systems.
- Assist in preparing RFQs, scopes, and specifications for condition surveys and manage consultant contracts.

- Review and validate condition assessment outputs and provide analysis to support renewal planning and lifecycle management.

Asset Management Planning and Valuation

- Contribute to the development and review of Asset Management Plans, Levels of Service, and asset improvement programs.
- Provide data and geospatial support in asset investment planning and grant applications.
- Provide input in reviewing useful lives, deterioration assumptions, and renewal forecasts to support lifecycle planning.
- Analyse asset valuation data and supporting information for revaluations and financial reporting.
- Assist in developing and maintaining asset valuation unit rates using project, market, and industry data.

Stakeholder Engagement and Project Management

- Develop refreshable, governed end-user reports using reporting and analysis tools directly connecting to the ERP.
- Provide asset data advice on valuation and lifecycle management matters to internal and external stakeholders.
- Facilitate cross-functional initiatives to improve asset information quality, compliance, and planning outcomes.
- Use business analytics and data visualisation tools to prepare reports and recommendations to support informed decision-making and continuous improvement.

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 of 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

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.

- Problem solving may involve the application of these techniques to new situations.
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available, however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to manage competing priorities and deliver quality outcomes within deadlines.
- Strong stakeholder communication skills and ability to present technical information clearly.
- Advanced Excel skills in data analysis, modelling, and reporting.
- Strong analytical and problem-solving capability with a focus on practical outcomes.
- Experience with asset management information systems such as Conquest, TechnologyOne, RAMM.
- Proficient in GIS platforms such as ArcGIS, QGIS, IntraMaps, and associated mobile GIS applications.
- Knowledge of asset valuation, condition assessment, and lifecycle management.
- Experience in asset planning, financial reporting, and continuous improvement.
- Capability in lifecycle modelling, renewal forecasting, and investment optimisation using software such as Modelve, Predictor, RAMM, dTIMS, and related tools.
- Skilled in business intelligence and data visualisation for asset performance reporting and decision support.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public, and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication (written and verbal) and interpersonal skills with the ability to clearly articulate and present information as required.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of a team to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Managing time, setting priorities, planning and organising own work and where appropriate other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in Civil Engineering, Information Systems, Data Analytics, or in a discipline with role-related knowledge and skills required.
- Sound understanding of Enterprise Resource Planning (ERP) or asset management information systems within infrastructure and asset-intensive environments.
- Experience managing, integrating, and maintaining asset data across enterprise systems, spatial platforms, and GIS applications.
- Strong knowledge of business process improvement, data governance, data modelling, database management, and information management principles.
- Experience working with A-SPEC standards and asset data frameworks to support asset management, reporting, and system integration.
- Use AI applications that help boost productivity and streamline workflows by offering contextual assistance, automating routine tasks, and analysing data.
- Current Victorian Driver's Licence

KEY SELECTION CRITERIA

- Ability to communicate technical information clearly and build effective relationships with internal and external stakeholders.
- Proven ability to manage competing priorities, meet deadlines, and apply sound analytical and problem-solving skills to deliver quality outcomes.
- Experience managing asset data across ERP, asset management, and GIS platforms, with knowledge of data governance and asset data standards.
- Knowledge of asset valuation, condition assessment, lifecycle management, renewal forecasting, and long-term asset planning.
- Advanced skills in Excel, business intelligence, and data visualisation to analyse asset data and support evidence-based decision-making.
- Relevant tertiary qualification and experience using asset management, modelling, and decision-support systems, with the ability to leverage emerging technologies, including AI tools, to improve business outcomes.

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.