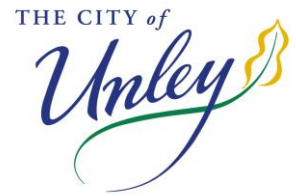


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: ASSETS PLANNER
Business Unit: CITY ASSETS
Reports to: MANAGER CITY ASSETS
Classification: MOA 6

2. POSITION OBJECTIVES:

- **Maintain reliable asset information:** Administer Council's asset management systems, registers and data frameworks, ensuring information is accurate, governed, reconciled and supported by clear audit trails.
- **Lead strategic asset planning:** Develop and maintain asset management plans, policies, lifecycle models and long-term forecasts that support service delivery, financial planning and sustainable investment decisions.
- **Provide asset condition and valuation assurance:** Coordinate condition assessments, inspections and valuations, verify results and ensure assumptions and findings are accurately reflected in Council's records and plans.
- **Integrate asset and spatial information:** Support the effective management of GIS and asset data so records are consistent, accessible and suitable for mapping, analysis, field capture and community information.
- **Drive reporting and continuous improvement:** Deliver dependable performance and financial reporting, respond to audit and regulatory requirements, and improve asset management systems, processes, documentation and organisational capability.

3. KEY RESPONSIBILITIES:

Asset Management Systems and Data

- Oversee the administration of Council's corporate asset management information system(s), encompassing asset registers, hierarchies, component structures, coding conventions and data frameworks.
- Lead the year-end capitalisation process in partnership with Finance and Council's external asset management consultants where necessary, covering newly acquired, upgraded, renewed, donated and disposed assets.
- Maintain the integrity of asset information by developing and applying data governance requirements, validation controls and quality-assurance procedures.
- Assist with reconciling the asset register to Council's financial ledger, including depreciation, useful lives, fair value and movements in assets.
- Oversee asset additions, disposals, revaluations and transfers, ensuring every change is supported by a clear audit trail.



Better Together



Be Progressive



Strive for Excellence

Asset Planning and Strategic Asset Management

- Lead the preparation, review and ongoing revision of Council's Asset Management Plans (AMPs), Strategic Asset Management Plan and Asset Management Policy.
- Develop and refine lifecycle models, renewal forecasts and long-range expenditure estimates to support the Long-Term Financial Plan and the Annual Business Plan and Budget.
- Coordinate the work of Council's external asset management consultant(s), confirming that outputs are accurate, suitable for their intended purpose and put into practice.
- Establish, track and report on Council's asset management improvement program and maturity roadmap.
- Draft responses to external recommendations and audit findings, including those from ESCOSA and external auditors, concerning asset planning, valuations and financial sustainability.
- Contribute to the continued development of service levels, risk-informed decision-making and demand forecasts across every asset class.

Asset Condition, Valuations and Audits

- Plan, commission and oversee asset condition assessments, valuations and inspection programs for asset classes such as transport, buildings, stormwater and open space.
- Verify the results of condition assessments and valuations and ensure they are accurately reflected in asset registers, valuation models and asset management plans.
- Record and maintain the assumptions, unit rates, useful lives and condition-rating methods used for asset valuations.
- Carry out targeted on-site verification and sample audits of asset information when needed to validate accuracy and assist with data cleansing.

Asset and GIS Spatial Data

- Work collaboratively with, and provide support where required to, Council's Spatial and Asset Data Analyst in relation to:
 - maintaining, updating and cleansing asset-related spatial information in Council's GIS so it remains accurate, complete and consistent with the asset register.
 - coordinating the integration of asset and spatial information to enable mapping, spatial analysis and field-based data capture.
 - investigating and resolving inconsistencies between GIS records, the asset register and conditions observed in the field.
 - continually improving Council's infrastructure and asset layers within the GIS platform, including the source data and the way information is managed and displayed, with outward-facing layers used to build community awareness.

Reporting and Continuous Improvement

- Deliver timely and reliable asset management reports, including information on valuations, depreciation, capitalisation, asset condition and performance, together with KPI dashboards.
- Prepare or contribute to Council Reports, budget submissions and other asset management reporting as needed.
- Recognise and implement opportunities to improve asset management systems, business processes and data workflows.
- Create and maintain documentation for asset management procedures, process maps and workflows to promote consistency and retain organisational knowledge.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Work Health and Safety (WHS) Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Relevant tertiary qualifications and/or extensive experience relevant to the position.
- Experience in the development of Asset Management Plans to inform Long-Term Financial Planning.
- Experience in managing asset condition audits, asset valuations and inspection programs.
- Experience in undertaking financial processes including end-of-year capitalisation processes.
- Driver's Licence

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Experience in data management including asset registers, asset hierarchies, componentisation, asset coding and data structures.
- Experience in contract management of external consultants.

b) Knowledge

Essential

- Detailed knowledge of asset management principles and practices.
- Working knowledge of TechOne suit of software.

Desirable

- Understanding of road, footpath and stormwater drainage construction and maintenance principles.
- Knowledge of civil engineering practices for all relevant Council infrastructure.

c) Skills

Essential

- Sound technical skills in Asset Management and Civil Engineering
- Ability to contribute to problem solving and decision making.
- Excellent verbal and written communication skills.
- Organisation skills, including planning and prioritising of tasks.
- Willingness and ability to work as an effective team member and contribute towards team goals.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: