



<b>Job Title:</b>	Senior Asset Officer	<b>Position No:</b>	CF44
<b>Group:</b>	Corporate Services	<b>Service Area:</b>	Asset & Property Team
<b>Classification Level:</b>	Administration Officer AS06		
<b>Reports to:</b>	Senior Asset Management Officer	<b>Direct Reports:</b>	Yes
<b>Location</b>	Darwin	<b>Date Approved:</b>	March 2024

## POSITION OVERVIEW

The Senior Asset Officer resides within the Asset and Property team, who manage the Northern Land Council's assets and properties. This position is responsible for a wide range of asset management related functions, which are integral to supporting the NLC's strategic objectives and continuity of business operations through the provision of asset management services, systems and infrastructure. NLC Assets include minor and major assets (generators, fleet through to infrastructure).

## POSITION RESPONSIBILITIES

- Coordinate and complete asset revaluations as per the Australian Accounting Standards and whole of life cycle activities (procurement to disposal).
- In consultation with stakeholders, assist with the procurement of assets, as well as the risk management and insurance benchmarking activities, including lodging of insurance claims, investigations and reporting.
- Coordinate and complete site audits across the NLC's region, including undertaking stocktake, review and reconciliation of asset/property data.
- In consultation with stakeholders, develop asset management plans and maintenance schedules across the NLC.
- Ensure that all asset management issues are resolved effectively and efficiently, including escalating any issues to the Senior Asset Management Officer.
- Undertake and manage small projects, ensuring that project plans and schedules are developed and that all project activities are completed efficiently, within set deadlines and budget.
- With guidance, interpret/implement applicable Legislation, Regulations and Standards relating to assets and property.
- Maintain effective working relationships with all stakeholders to foster effective working relationships that encourage an environment of ongoing education, compliance and continuous improvement.
- Undertake data entry and data analysis to generate reports fit for purpose to assist in the preparation of reporting.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.



## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Diploma in Asset Management or equivalent relevant qualifications.
- Minimum three (3) years' experience in a similar role.
- Ability to lead and manage in a diverse and complex work environment with experience in balancing competing priorities, and delegating tasks to deliver a positive outcome.
- Sound cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Sound knowledge and experience in asset management principles and practices including whole of life process, with the ability to manage and prioritise your projects and workload to meet deadlines.
- Excellent time management and organisational skills, coupled with good attention to detail with a high degree of accuracy.
- Proven ability to provide a high level of customer-focused service.
- Demonstrated experience in the use of Microsoft office software applications, including a working knowledge of computerised asset management systems/databases and iAuditor.
- Sound analytical and problem-solving skills with the ability to be flexible and adapt in order to achieve outcomes.
- Demonstrated ability to interpret and implement legislation, regulations and standards.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a **manual 4WD** vehicle or light aircraft.

### DESIRABLE REQUIREMENTS

- Asset Management Industry Certification through IAM or TAMC and Membership or the ability to obtain.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Good knowledge of quality assurance, stocktaking, reconciliations and undertaking whole of life costings (procurement, maintenance through to disposal);
- Project Management experience of small projects in remote locations.

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