

# Position Description

## Asset Officer Infrastructure and Sustainability

<b>Classification</b>	Level 6
<b>Status</b>	Permanent full-time
<b>Reports to</b>	Manager Engineering & Assets
<b>Position Objective</b>	To ensure the Town's assets are being managed in accordance with the approved Asset Management strategies and plans, including asset collection and maintaining and updating existing asset data. .
<b>Last Review Date</b>	October 2024

### About the Team

The Town's Infrastructure Directorate is dedicated to high standards of service delivery for the community. We contribute to the Town's strategic objectives through the protection, enhancement and development of the Town's assets, infrastructure and natural environment. We achieve this through a continuous improvement approach, driving a safety-first culture, and applying best practice.

# Role Responsibilities

## Asset Data Management & Reporting

- Collect detailed information on Town's infrastructure assets to assist with updating the Town's Asset and GIS systems.
- Maintain asset related information for all asset classifications in the Town's asset registers and systems.
- Ensure the criteria for the maintenance of all assets is maintained in the Town's asset management systems.
- Ensure that asset data, including condition, useful life and replacement cost is accurate and up to date to support the long-term financial planning for asset renewal, including physical inspection of assets.
- Assist with the preparation of the long term financial plan, strategic asset management plans and project cost estimates.
- Provide financial information on asset classes as required and assist in the preparation and reporting of asset related financial budgets.
- Contribute toward the technical component of reports and documentation and other requests for information as requested.
- Assists with preparing grant submissions for external grant funding programmes.
- Assists in developing procurement documentation including tender specifications, pricing schedules and administration of documentation
- Contribute to the continuous improvement of Asset Management by assisting in the ongoing review and updating of information including policies, procedures, information sheets and processes
- Support the Asset team and wider organisation through positive team participation and by assisting when required with workload, providing backup, or advice in areas of expertise.

## Relationship Management and Technical Support

- Liaises with Government Departments, Statutory Authorities and consultants / contractors.
- Liaises with the public on matters relating to asset management.
- Works with other Branches and Directorates to ensure project objectives are achieved.
- Provides asset and technical advice to other branches as and when required
- Any other tasks determined as appropriate to the position and reasonably requested of you.

## **Essential experience, capabilities and qualifications required to fulfil the role.**

### **Essential experience**

- Demonstrated relevant experience in the asset management field
- Ability to collect, record, manipulate and analyse physical data relating to all Council assets.
- Ability to manage databases and asset management software applications.
- Understanding of the engineering process for effective management of assets.
- Developed computer literacy skills.
- Time management skills.
- Strong commitment to customer service (internal and external).
- Well-developed written, oral and interpersonal communication skills.
- Ability to work in a team environment.
- Demonstrated commitment to continuous development and improvement.

### **Desirable Experience**

- Qualifications in an Asset Management related discipline
- Working knowledge of Work Health and Safety Regulations.
- Good understanding of contract and project management principals.

### **Research, innovation and problem solving**

- Demonstrated research abilities and innovative thinking to contribute and apply high level conceptual and analytical problem-solving skills in order to manage multiple relationships and deliver creative solutions to the Town's assets.

### **Customer and team focus**

- Demonstrated ability to establish and maintain positive working relationships with a diverse range of people with the aim of meeting customer needs, expectations and business goals.

### **Communication and achievement of outcomes**

- Effective verbal and written communication skills to relay information, to influence others and to effectively resolve conflicts.
- Proven ability to prioritise, monitor and coordinate personal workload, with minimal supervision and within specified timeframes.

### **All workers must:**

- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care /action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

## Other Job Requirements

*The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.*

- A current 'C' Class WA Drivers Licence.
- National Police Clearance

## Agreement

*The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.*

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR
Trina Furnell			

# Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

## 1. Personal Attributes

<b>Manage Self</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	<ul style="list-style-type: none"> <li>✓ Initiates action on team/unit projects, issues and opportunities</li> <li>✓ Accepts and tackles demanding goals with drive and commitment</li> <li>✓ Seeks opportunities to apply and develop strengths and skills</li> <li>✓ Examines and reflects on own performance</li> <li>✓ Seeks and responds well to feedback and guidance</li> </ul>
<b>Display Resilience and Adaptability</b> <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	<ul style="list-style-type: none"> <li>✓ Is flexible, showing initiative and responding quickly to change</li> <li>✓ Accepts changed priorities and decisions and works to make the most of them</li> <li>✓ Gives frank and honest feedback / advice</li> <li>✓ Listens when challenged and seeks to understand criticisms before responding</li> <li>✓ Raises and works through challenging issues and seeks alternatives</li> <li>✓ Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<b>Act with Integrity</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	<ul style="list-style-type: none"> <li>✓ Acts honestly, ethically and with discretion and encourages others to do so</li> <li>✓ Sets a tone of integrity and professionalism with customers and the team</li> <li>✓ Supports others to uphold professional standards and to report inappropriate behavior</li> <li>✓ Respectfully challenges behavior that is inconsistent with organisational values, standards or the code of conduct</li> <li>✓ Consults appropriately when issues arise regarding misconduct, unethical behavior and perceived conflicts of interest</li> </ul>
<b>Demonstrate Accountability</b> <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Is prepared to make decisions within own level of authority</li> <li>✓ Takes an active role in managing issues in the team</li> <li>✓ Coaches team members to take responsibility and follow through</li> <li>✓ Is committed to safe work practices and manages work health and safety risks</li> <li>✓ Identifies and manages other risks in the workplace</li> </ul>

## 2. Relationships

<b>Communicate &amp; Engage</b> <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	<ul style="list-style-type: none"> <li>✓ Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>✓ Clearly explains complex concepts and technical information</li> <li>✓ Adjusts style and approach flexibly for different audiences</li> <li>✓ Actively listens and encourages others to provide input</li> <li>✓ Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Community &amp; Customer Focus</b> <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	<ul style="list-style-type: none"> <li>✓ Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>✓ Takes responsibility for delivering quality customer-focused services</li> <li>✓ Listens to customer and community needs and ensures responsiveness</li> <li>✓ Builds relationships with customers and identifies improvements to services</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Work Collaboratively</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	<ul style="list-style-type: none"> <li>✓ Contributes to a culture of respect and understanding in the organisation</li> <li>✓ Creates an atmosphere of trust and mutual respect within the team</li> <li>✓ Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>✓ Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>✓ Identifies opportunities to work together with other teams/units</li> <li>✓ Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Influence &amp; Negotiate</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	<ul style="list-style-type: none"> <li>✓ Builds a network of work contacts/relationships inside and outside the organisation</li> <li>✓ Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>✓ Negotiates from an informed and credible position</li> <li>✓ Influences others with a fair and considered approach and sound arguments</li> <li>✓ Encourages others to share and debate ideas</li> </ul>

### 3. Results

<b>Plan &amp; Prioritise</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	<ul style="list-style-type: none"> <li>✓ Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>✓ Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>✓ Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>✓ Manages risks effectively, minimising the impacts of variances from project plans</li> <li>✓ Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Think &amp; Solve Problems</b> <i>Think, analyse and consider the broader context to develop practical solutions</i>	<ul style="list-style-type: none"> <li>✓ Draws on numerous sources of information, including past experience, when facing new problems</li> <li>✓ Demonstrates an understanding of how individual issues relate to larger systems</li> <li>✓ Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>✓ Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>✓ Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>✓ Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Create &amp; Innovate</b> <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	<ul style="list-style-type: none"> <li>✓ Produces new ideas, approaches or insights</li> <li>✓ Analyses successes and failures in the organisation for insights to inform improvement</li> <li>✓ Identifies ways in which industry developments and trends impact on own business area</li> <li>✓ Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> <li>✓ Identifies, shares and encourages suggestions for organisational improvement</li> <li>✓ Experiments to develop innovative solutions</li> </ul>
<b>Deliver Results</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<ul style="list-style-type: none"> <li>✓ Takes responsibility for the quality and timeliness of the team's work products</li> <li>✓ Ensures team understands goals and expectations</li> <li>✓ Shares the broader context for projects and tasks with the team</li> <li>✓ Identifies resource needs, including team, budget, information and tools</li> <li>✓ Allocates responsibilities and resources appropriately</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
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#### 4. Resources

<b>Finance</b> <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Uses basic financial terminology appropriately</li> <li>✓ Considers the impact of funding allocations on business models, projects and budgets</li> <li>✓ Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>✓ Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>✓ Applies high standards of financial probity with public monies and other resources</li> <li>✓ Identifies, monitors and mitigates financial risks</li> </ul>
<b>Assets &amp; Tools</b> <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	<ul style="list-style-type: none"> <li>✓ Contributes quality information about council and community assets to asset registers</li> <li>✓ Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>✓ Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Technology &amp; Information</b> <i>Use technology and information to maximise efficiency and effectiveness</i>	<ul style="list-style-type: none"> <li>✓ Selects appropriate technologies for projects and tasks</li> <li>✓ Identifies ways to leverage the value of technology to achieve outcomes</li> <li>✓ Ensures team understands their obligations to use technology appropriately</li> <li>✓ Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
<b>Procurement &amp; Contracts</b> <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	<ul style="list-style-type: none"> <li>✓ Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>✓ Delivers open, transparent, competitive and effective procurement processes</li> <li>✓ Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>✓ Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>