Position Description

Assets Officer

|  |  |
| --- | --- |
| **Title:** | Assets Officer |
| **Award:** | West Wimmera Shire Council Enterprise Agreement 2021 |
| **Classification:** | Band 6 |
| **Name of Occupant:** |  |
| **Location:** | Edenhope or Kaniva |
|  |  |
| **Records Only:** | Document ID Number: |
|  | File Number: |

## 

## Accountability Statement

Reporting to the Assets and GIS Coordinator, the Assets Officer is accountable to assist Council’s Assets and GIS Coordinator in management and improvement of Council’s asset and GIS systems.

## Position Objective

* Assist the Assets and GIS Coordinator in the collection and review of asset data including roads, drainage, footpaths, kerb and channel, parks, playground, buildings and street furniture for inclusion in Council’s asset management system.
* Assist the Assets and GIS Coordinator in the maintenance and upgrade of Council’s asset management systems including analysis and deriving reports.
* Undertake general administrative duties in the Engineering department including estimates, contract preparation, project documentation and other as required.

## Key Responsibility Areas

The Assets Officer will provide assistance, advice, and contribute to the performance in the following areas:

* Asset management
* GIS
* Asset Register maintenance

### Administration

* General Engineering department administration including data entry, estimating, contract preparation and project documentation.

### Asset Management

Support Council’s Assets and GIS Coordinator, including:

* Assist with the operation and update of Council’s asset management systems for all Council assets.
* Under direction of Assets and GIS Coordinator, undertake initiatives as outlined in Council’s Asset Management Strategy and Asset Management Plan at direction of Assets and GIS Coordinator.
* Assist with preparation and maintenance of an inventory of Council’s assets and infrastructure including buildings, roads, kerbing, drainage, footpaths, bridges, street furniture and open space assets.
* Assist with the recording of asset disposals and acquisitions.
* Assist with process of inspection and rectification works of road and footpath assets in accordance with Council’s Road Management Plan, and conduct internal audits as required by plan.
* Assist with the maintenance of Council’s Road Register.
* Assist with preparation of capital works programs including forward planning from asset data.
* Assist with compilation of annual reseal program.
* Assist with financial and performance modelling, and revaluation of assets.
* Assist the Chief Finance Officer to develop and review depreciation of Council’s assets.
* Participate in technical and other investigations and assessment of options, as directed.
* Assist the Engineering department to provide timely and accurate annual reporting and surveys as required by Local, State and Federal Government agencies.
* Assist with the timely, accurate and complete capture of information for Council’s financial asset registers.
* Assist with processes and permits for asset related requests i.e. vehicle crossings and legal point of discharge for stormwater.
* Assist with enquiries, requests and other general duties as directed by the Assets and GIS Coordinator and Manager Infrastructure Engineering.

### GIS

In conjunction with Councils Assets and GIS Coordinator:

* Assist with development of GIS mapping and GIS systems.
* Attend regional GIS POZI group meetings and have a continual improvement focus for GIS systems.
* Update and improve POZI mapping system.

### Occupational Health and Safety and Risk Management

* Comply with all Occupational Health and Safety procedures and requirements.
* Understand the principles of risk management including application to property, liability and occupational health and safety.

All employees have a responsibility to:

a) Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;

b) Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor

c) Assist new employees in the use of proper work procedures and practices;

d) Work in a manner that will not endanger themselves or any other person;

e) Use personal protective clothing or equipment as provided;

f) Report any defective/damaged personal protective clothing, equipment or gear;

g) Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;

h) Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;

i) Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;

j) Not attempt any task unless they are capable and competent to carry out the task;

k) Actively participate in Council’s rehabilitation and return to work programs if you are injured.

## Accountability and Extent of Authority

This position is authorised to:

* Assist the Assets and GIS Coordinator to undertake data management in Council’s asset management systems.
* Assist the Assets and GIS Coordinator to manage, monitor and undertake continual improvement with respect to Asset management systems.

Under general supervision and guidance by the Assets and GIS Coordinator this position has the freedom to act in carrying out those duties and responsibilities specified in this position description, utilising personal judgement in the allocation of time and other duties.

The position shall:

* Operate with discretion within the scope of priorities as determined and agreed with the Manager Infrastructure Engineering.
* Display good judgement on technical, financial and customer service issues.
* Possess demonstrated capacity to develop and consider options and make timely decisions consistent with organisational plans, priorities, procedures and culture.

## Specialist Skills and Knowledge

* An understanding of computer-based asset management systems and knowledge of geographic information systems.
* An understanding of asset management principles.
* A sound working knowledge of personal computers and software packages.
* Analytical and investigative skills.
* Very proficient analytical and numeracy skills.
* An understanding of Local Government.

## Management Skills

* An ability to establish priorities and to achieve objectives within given timeframes.
* Ability to manage time, set priorities, planning and organizing their workload.
* Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.

## Interpersonal Skills

* The ability to work and gain cooperation and assistance from staff and stakeholders.
* Commitment to work positively within a team.
* Well-developed written and oral communication skills.
* Proven and consistent problem-solving ability.
* High level of energy and enthusiasm.
* Initiative and innovative thinking style.
* High levels of integrity and loyalty.
* Ability to maintain confidentiality.

## Qualifications and Experience

* Preferably a tertiary qualification in Civil Engineering or related area and Local Government experience in asset management and GIS functions.
* Victorian Drivers Licence

## Organisational Relationships

**Reports to:** Assets and GIS Coordinator

**Supervises:** Nil

**Internal Liaisons:** Graduate Assets/Design Engineers

Manager Infrastructure Engineering

Infrastructure, Development & Works team

Finance staff

Customer Service staff

**External Liaisons:** Ratepayers and public

Government bodies

Contractors

Consultants

All service authorities.

## Performance Criteria

Performance will be formally reviewed annually and shall take into consideration both behaviours as shown in the Key Performance Indicators listed below, and specific objectives set for the term of the review. The specific performance objectives will be set and agreed each year following the formal performance review.

### Key performance indicators

* Accurate collecting, management and recording of asset data.
* Maintenance and upgrade of GIS system
* Relationship with Infrastructure, Development and Works team and other West Wimmera staff

1. Personal competencies

## Key Selection Criteria

* Proven ability to work effectively in a small team environment, contribute positively to team outcomes and workplace relationships.
* Preferably a tertiary qualification in Civil Engineering or related area and experience in GIS and asset management systems.
* Proven level of computer skills to enable the use of asset management systems, basic database management, spreadsheets, word processing and other relevant applications.
* Current driver’s license
* Highly developed problem solving and analytical skills.

## Application Guidelines

These guidelines are provided to assist you in submitting your application for the

advertised position with the West Wimmera Shire Council. Please ensure that you read the instructions carefully, prior to submitting your application.

The position description which will provide information on the advertised position. If you require any further information regarding this position please contact Janet Watt, Human Resource Manager on 0418 858 043.

Applications must be received by 5pm Friday 22 April 2022.

Applications will be short listed for interview based on the responses to the key selection criteria.

Applications may be submitted by email: [jobs@westwimmera.vic.gov.au](mailto:jobs@westwimmera.vic.gov.au)

To be considered for the position please ensure that your application includes:

1. A copy of your current resume, including contact details for two (2) work related referees (referees will only be contacted after a personal interview has been conducted).
2. Covering letter.
3. Statement addressing each key selection criteria.

Please note if your application is successful, we will require the following documents prior to commencement:

* 1. Birth Certificate or Extract and any formal registration of name changes such as a Marriage Certificate, or deed poll documentation (if name is different on Birth Certificate/Extract)

1. Photo Identification, i.e., Current Driver’s Licence, Passport
2. If your birthplace is outside Australia, documents proving you are legally able to work in Australia, i.e., Evidence of citizenship/permanent residency status or working visa.
3. A certified copy of all licences and qualifications.

All applications are dealt with in the strictest confidence.

For further information on the West Wimmera Shire Council visit <http://www.westwimmera.vic.gov.au/Home>

Thank you for your interest in this position; we look forward to receiving your application.