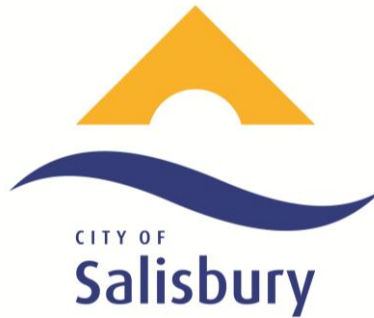




POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	SENIOR ASSET MANAGEMENT OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 6
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / TECHNICAL SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER STRATEGIC ASSET MANAGEMENT
DIRECT REPORTS:	NIL
POSITION NUMBER:	000048

POSITION OBJECTIVES:	- To implement processes and procedures to ensure the corporate Asset Register 'Confirm' and Geographic Information System (GIS) 'ArcGIS' is maintained at a high level of accuracy to be used as a tool for Asset Management Planning and Financial depreciation and valuation purposes. - To develop and implement asset and condition auditing processes, procedures and relevant documentation to ensure condition information can be used in Asset Management Planning. - To assist with the development of Asset Management Plans.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome - Share ideas, feedback and solutions - Learn and grow while supporting others to do their best work Accountable - Take personal ownership and follow through

	• Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities Make a positive difference
KEY RESPONSIBILITIES:	• Assist with the development of Asset Management Plans. • Assist with the development of capital renewal and maintenance programs across all asset categories. • Supervise the capitalisation of donated assets from developments for financial valuation, depreciation, auditing, asset maintenance and Asset Management purposes. • Supervise the 'end of financial year' asset capitalisation process for financial valuation, depreciation, auditing, asset maintenance and Asset Management purposes. • Implement a process for continual quality control of the corporate Asset Register (Confirm) and Geographical Information System (ArcGIS) to ensure accuracy and currency is maintained. • Develop a process and simplified templates to allow information to be easily import information into the Asset Register. • Use complex GIS analysis to ensure the accuracy of GIS datasets and to deliver the mapping requirements of City Infrastructure and other areas where required. • Develop field mobility solutions to undertake asset and condition inspections. • Analyse asset and condition audit data collected both internally and externally for accuracy and completeness prior. • Ensure the corporate asset and geographic information system are kept up-to-date with all information collected • Develop condition inspection manuals for routine asset condition inspections. • Develop tender documents for condition auditing by consultants. • Complete Grants Commission General Information Return for the length of Council constructed roads annually. • Undertake Project Management on an as needs basis including the management of Consultants. • Supervise contracted staff undertaking routine kerb and footpath defect audits. • Develop manuals for the asset capitalisation process. • Oversee the management and review of resident requests for new footpaths to be constructed through the 'Footpath Request Evaluation Team'. • Create and maintain the links between GIS and the Asset Register for mapping and field mobility applications. • Coordinate the collection of traffic volume and speed information as well as a proactive routine program. • Coordinate the development of a 'Council Reserve Directory' and 'Council Reserve Hazard Directory' on a routine basis as required.

WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Tertiary qualifications in engineering, financial, geographic information systems or a related discipline. • Asset Management experience across a diverse range of infrastructure is essential. • Advanced knowledge of Asset Management Systems. • A detailed knowledge of Geographical Information Systems and in particular ESRI products. • Highly developed analytical and conceptual skills together with an ability to identify problems and find the best solutions. • An understanding of the Local Government Industry, it's role and type of services provided, and the work performed. • A good understanding of depreciation methodologies relevant to infrastructure and financial reporting. • A broad knowledge of field data collection techniques using global positioning systems as they related to infrastructure assets. • Good time management skills and the ability to set goals, achieve results and meet deadlines. • Ability to build collaborative relationships internally and externally. • Risk Management.
DESIRABLE SELECTION CRITERIA:	• Understanding of the Local Government context and the challenges faced in relation to Asset Management. • Experience developing Asset Management Plans, annual works programs and long term Asset Management Plans • Competency and understanding of procedures relating to: • Strategic planning in relation to asset management; • Development of Infrastructure and Asset Management Plans in accordance with the International Infrastructure Management Manual;

SPECIAL CONDITIONS:	Some out of hours work may be required from time to time.
EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBANT NAME:	SIGNATURE:	DATE: