

Position Description



Senior Assets and Information Systems Officer

Position Title:	Senior Assets and Information Systems Officer
Classification:	Band 7
Directorate:	Infrastructure and City Services
Department:	Projects and Infrastructure
Approved by:	
Date approved:	

1. Position Overview

The Senior Assets and Information Systems Officer is responsible for all aspects of operation, governance, and administration of Council's asset management system.

The role will ensure that asset management system is **effectively managed and continuously improved** to meet Council's operational, compliance and strategic requirements across asset lifecycle management, asset register, work orders, maintenance, valuations and reporting.

2. Position Objectives

Asset Management Systems

- Lead and oversee the asset management system for asset lifecycle processes, including asset register, planning, capitalisation, valuations and maintenance.
- Develop, maintain and provide corporate insight of Council's asset registers, asset map layers and state of assets.
- Develop and direct the application of long-term asset predictive modelling within Council's asset management system to forecast renewal demand, future condition and budget implications.
- Manage and govern transfer of asset data from maintenance and condition audit contractors into Confirm.
- Oversee and maintain Inspection Routes (e.g. Road Management Plan) up to date with additions and disposals.
- Coordinate and oversee asset data collection from relevant service areas and project managers to ensure the timely delivery of end of year asset valuation reports.

- Liaise with Council's Finance department and provide specialist advice in the preparation of asset valuation methodology and to ensure internal and external auditors are satisfied with the asset valuation processes.
- Maintain and govern asset management system's user access and permissions.
- Identify and lead process improvement and system optimisation to enhance system performance.
- Conduct training and provide expert guidance to staff on asset management systems.
- Lead and coordinate in the implementation of the relevant actions in Council's Asset Plan.

Reporting, Auditing and Advising

- Develop, implement and manage the process and procedure to undertake inspections, auditing and reporting of works completed by maintenance contractors.
- Develop and present strategic asset management reports including up to date state of assets report and asset compliance reports for insurance claim purposes.
- Import monthly plant fuel record into the asset management system and generate reports to analyse trends to support decision making.
- Lead the completion and review of relevant government authority asset management system surveys and performance indicators.

3. Organisational relationships

Internal	External
• Finance • Customer Service • Digital Service • Infrastructure and City Services • Property • Sustainability • Sports and Recreation • All Confirm users	• State Government Agencies • Utility Providers • Funding Authorities • Contractors • Developers • Consultants • Residents
Reports to:	
• Coordinator Strategic Asset Management	
Supervises	
• N/A	

4. Position Characteristics

Accountability and Extent of Authority

Manage resources and/or provide advice to or regulate customers and/or participate in the development of policy.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

Provide specialist advice to or regulate customers, the freedom to act is subject to

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professional and regulatory review. The impact of decisions made, or advice given, may have a substantial impact on individual customers or classes of customers.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this Band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

Essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Skills and Knowledge

Positions level require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates is required.

Knowledge of, and familiarity with, the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Management Skills

Positions require skills in managing time, setting priorities and planning and organising own work, and where appropriate, that of other employees so as to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable, despite conflicting pressures.

Positions require an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes, and contribute to the development and implementation of long-term staffing strategies.

Interpersonal Skills

Positions require the ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of broadly defined activities, and to motivate and develop employees.

Employees must be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

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The skills and knowledge needed for entry to Band 7 are beyond those normally acquired through tertiary education alone and would be gained through completion of a degree or diploma course with several years of subsequent relevant experience.

Skills and knowledge might be acquired through higher formal qualifications, either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

5. Key Selection Criteria

- Tertiary qualification in Engineering, Asset Management, Geospatial Science or a related discipline.
- Extensive knowledge of asset management principles and practices, including asset registers, capitalisation, valuations, planning, and maintenance processes.
- Substantial experience leading asset management systems within local government or other large organisations. Demonstrated experience with asset management system (currently Confirm).
- Highly developed written and verbal communication skills, with the ability to communicate with a broad range of internal and external stakeholders.
- Demonstrated ability to work autonomously and manage, plan and organise workloads to achieve project objectives within approved time frames.
- Ability to operate effectively within a team environment and provide technical guidance and support to others.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Current Victorian Driver's Licence

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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