

Senior Asset Management Systems Officer

Position Description

Directorate	Corporate Services and Asset Management	Department	Asset Management
Reports To	Asset Analytics Team Leader	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 5

Position Purpose

This position will act as a technical lead responsible for the identification and implementation of improvements to ensure Council's asset management and spatial systems are updated and maintained in accordance with industry best practice.

Key Responsibilities and Outcomes

As a Senior Asset Management Systems Officer and member of the Asset Management team you will:

- Identify and implement asset integrity improvements to ensure Council's asset management and spatial systems are in accordance with industry best practice outcomes, including identifying gaps in asset information and make recommendations to address such gaps.
- Undertake asset data updates to ensure the accuracy of asset information in Council's corporate asset management systems.
- Undertake data analysis and provide technical advice to key stakeholders on asset data information, asset management program development and asset data capture systems and processes.
- Develop and implement asset data collection procedures and ensure asset data relating to new assets is provided in an appropriate digital format in an accurate and timely manner.
- Undertake the implementation of system improvements and processes within Council's asset management system to enhance and automate infrastructure operations, maintenance and planning activities.
- Undertake the development and implementation of renewal models in various software to ensure Council's assets are managed in an integrated and effective manner.
- Assist with maintaining Council's infrastructure programming system including project registration and updates to project progress, scope variation and cost estimates to ensure accurate project data and financial forecasting is maintained.
- Prepare and present asset and project information for reporting and interactive reporting purposes including GIS mapping, graphs, figures and asset data including the use of Power BI and other business intelligence tools.

- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.
- Build strong relationships with key stakeholders to ensure asset management service outcomes are achieved.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Comprehensive knowledge and experience in asset systems management with a focus on leading the implementation of asset integrity improvements.
- Sound understanding of asset management principles and practices.
- High attention to detail and the ability to accurately manage large data sets.
- Demonstrated experience and proficiency in the use of a range of software applications used to record and manipulate data including the use of GIS to map asset attributes.
- Ability to read and interpret design and As-Constructed plans of civil construction.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong relationship management skills with the ability to work in a positive team environment communicating and motivating effectively at all levels.
- Demonstrated experience managing asset and spatial data systems, leading data integrity improvements, analysing large datasets and delivering system enhancements to support operational and strategic decision-making.

Qualifications

- Current C class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.