

# Position Description

## CORPORATE INFORMATION

|                         |                                                                                          |                            |                                                                |
|-------------------------|------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------|
| <b>Position title</b>   | Senior Officer Assets                                                                    |                            |                                                                |
| <b>Directorate</b>      | Infrastructure Services                                                                  | <b>Branch/Section/Unit</b> | Capital Delivery and Assets Branch / Assets Management Section |
| <b>Position number</b>  | 1296                                                                                     | <b>Level</b>               | 5                                                              |
| <b>Award</b>            | Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1 |                            |                                                                |
| <b>Line Manager</b>     | Coordinator Asset Management                                                             |                            |                                                                |
| <b>Direct reports</b>   | Nil                                                                                      |                            |                                                                |
| <b>Indirect Reports</b> | Nil                                                                                      |                            |                                                                |

## SCOPE OF POSITION

### Position Summary

To provide an asset management support function to the asset custodians throughout Council and monitors/maintain Council's asset data.

### Key Responsibilities of the Role

- As a custodian of the asset database, liaise effectively all roles within the Asset Responsibility Framework to ensure the completeness, existence, accuracy, and quality of asset data.
- Assist Coordinator Asset Management with Asset Management Improvement Plan initiatives, to improve the functionality and data within the corporate Asset Information Management System.
- Produce work compliant with established processes, templates, and filing systems to ensure data processing within the corporate Asset Information Management System adheres to data standards.
- Complete timely asset recognition, and changes to existing assets from capital, donated and found assets sources, in line with team KPIs.
- Assist Finance department to complete end of financial year processes such as asset indexation, revaluation, impairment assessments, and provide information for audit requests.

- Facilitate ongoing improvement in Asset Management practices in line with AS/NZ ISO55001, Asset Management Plans and continual improvement plans.
- Provide asset data outputs, technical advice, and reporting as required for other Council officers, consultants, contractors, developers, residents and government and statutory agencies.
- Collection and management of asset condition assessment data
- Occasional site visits to newly completed developments at handover stage to confirm data accuracy.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

## **Desirable Licence/Competency (Ticket) Requirements**

- Demonstrated experience in the use of CAD, GIS, or FME software
- Demonstrated experience with IPWEA's ADAC data standard

## **Essential Knowledge/Skills/Qualifications Criteria**

- Formal qualifications or significant experience in database management, asset management, and/or finance.
- A comprehensive understanding of civil infrastructure assets and demonstrated ability to read and interpret civil plans and as-constructed information for the purposes of quantification and data validation.
- A sound understanding of database architecture, software and database management systems.
- Experience in the use of asset register software and GIS systems as well as the development and maintenance of related databases.
- High attention to detail with an ability to work to a high degree of accuracy.
- Demonstrated ability with communication and consultation skills to facilitate the collection of accurate data.
- Sound understanding of Australian Accounting Standards as relate to assets (particularly AASB16 Property Plant and Equipment, AASB 13 Fair Value).
- Awareness of local government legislation and regulations, codes and guidelines relating to work practices associated with the position responsibilities.
- General awareness of ISO 55000 Asset Management standards suite and requirements

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg

- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Some field inspections of assets is required

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

### Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

# Position Description



**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

|           |  |          |  |
|-----------|--|----------|--|
| Name      |  | Position |  |
| Signature |  | Date     |  |

### Accepted by

|           |  |      |  |
|-----------|--|------|--|
| Name      |  |      |  |
| Signature |  | Date |  |

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*