

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:	ASSET SYSTEMS OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 5
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / INFRASTRUCTURE MANAGEMENT
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER ASSET SYSTEMS
DIRECT REPORTS:	NIL
POSITION NUMBER:	000856

POSITION OBJECTIVES:	- To accurately undertake asset capitalisation for new assets to enable Asset Management and Long Term Financial planning. - Administer, configure and maintain Council's Asset Management Information System (AMIS), 'Confirm' to enable efficient and effective management of Council assets. - Administer, configure and maintain asset information in Council's corporate Geographic Information System (GIS). - To contribute to improving linkages between the AMIS and GIS. - To provide asset management information to asset managers to develop Asset Management Plans, improve decision making and enable effective management of assets. - Manage and undertake any internal asset audit might be required for a selected asset class.
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:	Asset Capitalisation • Review and create new assets in Confirm and GIS, ensuring all asset information has been accurately recorded. • Accurately create asset acquisition valuation logs in Confirm for new assets ensuring capital project expenditure is accurately broken down to discrete assets in accordance with relevant financial requirements and Council policies. • Review design/as-constructed plans and identify discrete assets that have been constructed and handed over to Council. • Attend projects Handover on site as required. • Undertake field inspections of donated assets to ensure constructed assets match plans and are accurately recorded. • Identify assets that have been replaced or decommissioned and accurately create asset dispose valuation logs and ensuring these are removed/flagged as 'dead' in Confirm and GIS. • Work with internal stakeholders to undertake continuous improvement of processes to improve the asset capitalisation process. • Undertake asset inspections to identify changes to the AMIS and assess condition. Geographic Information System • Utilise GIS skills to prepare specialised GIS layers, maps and applications for the effective management of Council assets. • Use GIS skills to assist with analysis of service levels and key performance indicators for asset management planning. • Undertake GIS spatial and network analysis for the production of asset management plans, asset renewal programs and asset maintenance schedules. • Liaise with internal staff and external consultants to provide GIS information in required formats. • Maintain a link between the AMIS and GIS ensuring information is accurate and consistent within each system. 1. Ensure asset information is consistent in AMIS/GIS 2. Ensure data structures/domains are consistent in each AMIS/GIS. • Support the Dial Before You Dig automation process. • Support the sharing of Council's Capital Works Programs. • Other appropriate duties as required. Asset Management Information System Development 1. Support the development of the AMIS to ensure

	Asset Management best practice and the administrative integrity of the AMIS enables effective asset management. This includes but is not limited to: 2. Asset Register (Feature Types, Groups, Attributes, Measurements, Dates etc.) 3. Programmed Works Management (Regimes, Inspection Routes etc.) 4. Maintenance Management (Job Costing, Jobs, Defects etc.) 5. Contract Management (Contracts, SORs etc.) 6. Provide training for specialised Confirm user roles. 7. Support the development and maintenance of the following in the AMIS; 8. Asset Structure (Feature Types, Groups, Attributes, Measurements, Dates etc.) 9. Regimes 10. Inspection Routes 11. Defects 12. Support the development of Reports and Dashboards in the AMIS. 13. Test and support implementation of new functionality in the asset management system (AMS). 14. Support the Mobility tool of the AMS within the organisation. 15. Assist in improving the Asset Management Information System and asset management processes within Council.
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 to 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 spatial sciences/geographic information systems, civil engineering, accounting, a related discipline or extensive experience in Asset Management. - Significant experience with Asset Management Information Systems and Geographic Information. - Significant experience with Geographical Information Systems and in particular ESRI products. - Experience in undertaking asset capitalisation and disposal of capital works. - 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. • - 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. - Understanding of depreciation methodologies relevant to infrastructure and financial reporting. - Ability to build collaborative relationships internally and externally. - Risk Management.
DESIRABLE SELECTION CRITERIA:	- Experience using the Confirm or Technology One - One Council Asset Management Information System(s). - Asset Management experience across a diverse range of infrastructure. - Experience using Geographic Information Systems, in particular ESRI ArcGIS. - Experience with SQL and in particular use within Confirm and ArcGIS desktop clients. - Experience with administering an Asset Management Information System. • Understanding of the process of capturing operating and maintenance costs for reporting of asset lifecycle costs. - Understanding of the Local Government context and the challenges faced in relation to Asset Management.
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 INCUMBENT NAME:	SIGNATURE:	DATE: