

POSITION DESCRIPTION

Position Title:	Project Officer (Assets)	Reports to:	Assets Coordinator
Department:	Assets, Spatial & Commercial Business	Directorate:	Infrastructure, Assets & Projects
Stream:	Stream A admin	Pay Level:	Level 3 – 4 (Division 2 - Section 1, Admin) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Asset Management, Spatial and Commercial Business Department leads Council's asset management functions, the spatial Geographic Information Systems (GIS) and Council's Commercial Enterprises. This department is pivotal in that it combines technology, data, mapping and strategic support across departments thereby improving decision making, asset management, planning and community services.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Provide operational support to the Department by assisting in the delivery of asset management initiatives and programs. Assist in rolling out the asset management system by configuring asset structures, integrating field data, and ensuring smooth alignment with operational workflows and provide support in embedding the system into daily asset planning and maintenance activities.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Planning site investigations and analysis of infrastructure assets.
- Maintain and analyse asset data to support compliance, reporting and planning.
- Conducting scheduled and ad-hoc site inspections of designated assets.
- Accurate data collection and comprehensive photographic documentation.
- Identifying and reporting defects, non-compliance, and potential hazards.
- Conducting preliminary risk assessments for identified hazards.
- Ensuring strict adherence to safety protocols during travel to and from sites, and throughout on-site activities.
- Liaising effectively with relevant stakeholders, both internal and external (e.g. Managers, contractors, maintenance teams, property owners, etc.).
- Preparing and submitting detailed, accurate and timely inspection reports.
- Participating in mandatory training and continuous professional development.
- Adhering to all Council policies, procedures and relevant legislative requirements (e.g. WHS, environmental, etc.).
- Actively seek positive improvements to the way Council delivers Asset Management services.
- Assist in the development and ongoing improvements to procedures, and the interpretations of administrative and procedural matters.
- Maintaining records consistent with Council requirements and the Privacy Principles.
- Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Maintain and analyse asset data to support compliance, reporting and planning.
2. Demonstrated experience in building/property inspection, facilities management, construction, or a related field role.
3. Proficiency in using digital inspection tools, mobile applications and standard office software.
4. Demonstrated ability to prioritise and manage time effectively to achieve outcomes within required timeframes.
5. Demonstrated experience in community/stakeholder engagement, both internal and external.
6. High-level computer literacy skills, including the ability to use specific Council systems.
7. High-level administrative skills.
8. Knowledge of Work Health and Safety considerations relevant to the role and how to limit risks in the environment where this role operates.

SKILLS & ATTRIBUTES

1. Strong observational and analysis skills with an exceptional eye for detail.
2. Excellent written and verbal communication skills for clear reporting and stakeholder interaction.
3. Proactive problem-solving abilities and decision-making capacity.
4. Ability to work independently, manage time efficiently and prioritise tasks effectively.
5. Unwavering commitment to safety and compliance.
6. Physical fitness and ability to navigate various site conditions (e.g. uneven terrain, ladders, etc.).

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.
2. Experience with asset management systems (e.g. Technology One, NAMS, GIS, etc.).
3. Experience in programming asset data collection devices, such as mobile device applications and computers.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- Relevant qualification of at least certificate-level.
- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.

1.10 OTHER POSITION REQUIREMENTS

PROBATION PERIOD

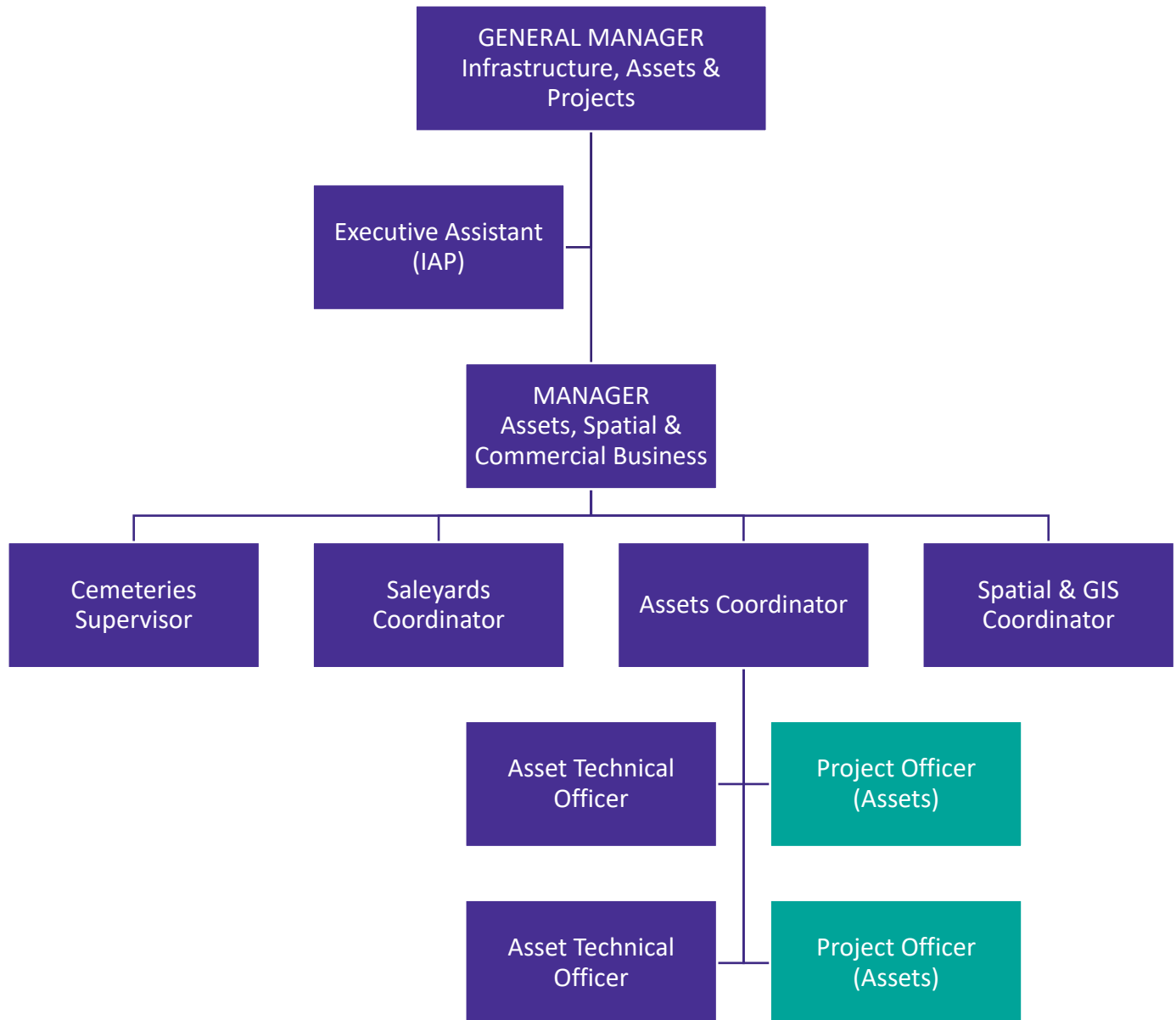
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.11 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.