

# **Position Profile**

## **Asset Management Officer**

### **Council Vision**

We are a welcoming and inclusive community that values its heritage and natural environment.

### **Purpose**

Let us build for posterity.

### **Culture Brand**

A place people choose to work.

### **Values**

**Respect**  
**Accountability**

**Innovation**  
**Teamwork**

**Customer Driven**  
**Well-Being**

<b>TITLE:</b>	<b>Asset Management Officer</b>
<b>CLASSIFICATION:</b>	<b>Level 4 – General Officers Stream, SAMSOA</b>
<b>POSITION OBJECTIVE:</b>	
Responsible for assisting with development, maintenance and continual improvement of Council's asset management data and systems, and working collaboratively with both internal and external customers.	

## 1. REPORTING RELATIONSHIPS

- This position reports to the Manager Engineering.
- The position works closely with the Asset Team, Senior Accountant and Project Engineers
- There are no positions reporting to this position.

## 2. POSITION DETAILS

- Work collaboratively in the development, maintenance and continual improvement of asset management data and systems.
- Assist with the asset condition assessment process including periodic inspections, assessment, measurement and interpretation of the data.
- Assist with the development of an asset data collection program and loading the data into a database or asset management system.
- Assist with end of financial year capitalisation processes including asset creation, disposal and valuations.
- Assist with the beginning of financial year processes, including preparatory work for new projects and the Draft Capital Works Program.
- Assist with the development the asset management policy, strategic asset management plan, asset management plans, asset lifecycle models, planned maintenance framework and asset performance framework.
- Assist in developing levels of service including community, maintenance, operational, renewal and technical.
- Assist in developing maintenance plan for asset classes which includes inspection regimes, intervention levels and reporting requirements.
- Assist with the development of a risk management plan which incorporates treatments and operational activities.
- Provide asset management support to internal and external customers, including responding to Customer Enquiries.
- Proactively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Proactively contribute to specific change management strategies based on an understanding of the organisational culture.
- Initiate and be actively involved in continuous improvement initiatives as required.
- Comply with the City of Mitcham's Culture Brand and associated elements and behaviours.

### 3. PERSONAL CRITERIA

#### Qualifications

- Associate Degree in Civil and Structural Engineering or equivalent professional qualifications or proven experience in asset management with respect to roads, stormwater, footpaths, traffic, carparks, bridges and lighting – **desirable**
- Graduate Certificate in Infrastructure Asset Management or Professional Certificate in Asset Management Planning – **desirable**
- Holds an unencumbered Australian drivers licence. – **essential**

#### Experience & Knowledge

- Experience using Asset Management Systems – **desirable**
- Experience in using GIS software – **desirable**
- Experience in data collection, interpretation & mapping – **desirable**
- Experience in financial asset management processes, including EOFY processes, budgeting and financial reporting – **desirable**
- Experience working with large quantities of data to a high level of detail, including data integrity checks – **desirable**
- Knowledge of relevant legislation, codes, practices, standards and principles relating to asset management – **desirable**
- Proficient in the use of Microsoft Office – **essential**.

#### Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds – **essential**
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to continual professional and personal development.
- Ability to work independently and as part of a multi-skilled team.
- Ability to share expertise and information freely.

### 4. WORK HEALTH & SAFETY RESPONSIBILITIES

- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that they are not in such state (due to alcohol or drugs) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of employees.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.

- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures and management systems.
- Support and use appropriate consultative structures.

**5. SPECIAL CONDITIONS**

- A DHS/ DCSI Clearance is required for every employee. Employees appointed to prescribed positions may require additional clearances. These will be renewed every three (3) years or as required.
- Some out of hours work may be necessary.
- May be required to undertake Drug and Alcohol Testing.
- May be required to undertake Fitness for Work assessments

**6. ACKNOWLEDGEMENT**

<b>Employee Name:</b>	_____	<b>Direct Manager:</b>	_____
<b>Signature:</b>	_____	<b>Signature:</b>	_____
<b>Date:</b>	_____	<b>Date:</b>	_____



# Building a great community

## A place people choose to work

*To deliver upon our promise to our customers and ourselves,  
we are committed to creating a culture in which we:*

### **ARE VALUED AND SUPPORTED AS INDIVIDUALS**

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for Ideas.
- We are flexible and recognise the needs of Individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

### **TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES**

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

### **THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS**

- We are open to new Ideas.
- We are encouraged/supported to express our Ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

### **ARE RESPECTFUL OF OTHERS**

- We respect the uniqueness of Individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and Ideas of others.

### **ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS**

- We understand that Individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

### **WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES**

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

### **ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT**

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

### **ENJOY WORKING TOGETHER**

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

### **City of Mitcham Culture Brand and our staff's Personal Contribution Criteria**

Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.