

Position Description

Position title:	Asset Project Officer
Directorate:	Infrastructure & Property
Service Unit:	Assets & Projects
Reports to:	Assets Coordinator – Stormwater or Assets Coordinator – Roads or Assets Coordinator – Support Services
Direct reports:	Nil Direct Reports
Salary point:	7 – 12
Work location:	City Administration Centre, 12 Stewart Ave
Date revised:	April 2020

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Assets & Projects?

We are a large and diverse team of over 80 staff that deliver and manage fit for purpose infrastructure for the City of Newcastle. Our assets exist to support services and deliver community and City outcomes. We provide specialist asset strategy, planning and advice, and program and project delivery within the City. Assets & Projects deliver core infrastructure services for Roads, Environment and Stormwater, and support other Service Unit's delivery of capital works programs. We are a fun and hardworking team that strive to achieve the best results for our community.

What's the focus of this position?

This role sits within either the Stormwater, Roads or Support Services team within the broader Assets & Projects Service Unit. You will assist the team to reach its goals by contributing your generalist asset services knowledge, experience and skills to a broad range of tasks.

What you'll be doing:

- Develop and maintain asset management systems, including data capture, data entry, analysis and reporting to meet statutory and corporate requirements.
- Assist in the development and implementation of capital works and maintenance programs for assets.
- Assist in developing, maintaining and implementing policies, plans, technical drawings and strategies, relating to assets.
- Provide specialist technical expertise and professional advice to internal and external customers regarding City of Newcastle's assets.
- Investigate and resolve requests relating to City of Newcastle's assets.
- Translate and interpret specialist reports and apply analytical approaches and judgement to the development and assessment of City of Newcastle's assets.
- Assist in provision of contract documentation and development of grant applications.
- Build effective working relationships with internal and external customers and service providers as required, assessing their service needs, formulating infrastructure solutions and monitoring performance delivery.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Diploma or Degree in Civil, Environmental or Structural Engineering, or current enrolment, and/or relevant industry experience.
- Demonstrated technical knowledge and experience in an asset class such as drainage, roads, footpaths, structures and environmental assets.
- Strong computer skills and knowledge of information management systems including Microsoft Office, Document Management Systems, Asset Management, GIS and Financial computer systems.
- Proven analytical and problem-solving skills, based on a sound understanding of risk management principles.
- Demonstrated negotiation, customer service and teamwork skills with the ability to build effective working relationships across City of Newcastle and with external service providers as required.
- A high level of written and oral communication skills.
- Knowledge and understanding of WHS practices and documentation as they would apply to this role.
- Class C Drivers Licence and White Card.

Other valuable skills you may have:

- Understanding the principles of Total Asset Management.
- Local government experience in a similar role.
- Skills and competencies in engineering design.
- Demonstrated experience in the application of risk management principles for the management of assets.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	