



Position Description	
Asset Management Officer	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	July 2015

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 2 level 2
	Position limit within salary system: (20 Grade structure)	Grade 8 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate:	Works & Civil
	Section:	N/A
	Unit/team:	Infrastructure Planning and Assets
	Work base:	Grafton
	Position responsible to:	Infrastructure Planning & Asset Strategy Coordinator
	Level of support and supervision:	Medium level of independence with routine reporting function to Infrastructure Planning & Asset Strategy Coordinator
	Level of personal management	High
	Level of teamwork required:	High
	Supervision of staff:	Nil

2.	Organisational relationships	
	Internal contacts:	All staff within Council
	External contacts:	General public, Government agencies, private organisations, developers.

3.	Physical demands of the position	
	Frequent use of computer keyboard	
	Frequent bending	
	Prolonged periods of sitting	
	Walking on uneven ground and up and down slopes during field based inspections	

4.	Purpose of the position	
4.1	Assist in the delivery and implementation of strategic infrastructure planning and policy services for Council's infrastructure assets, including: <ul style="list-style-type: none"> • Ongoing development and execution of asset management plans for all asset categories. • Renewal, upgrade, expansion and disposal of assets to meet Council's future needs and demands. 	

5.	Major duties and responsibilities	
5.1	Prepare and review asset management and risk management plans for nominated asset categories.	
5.2	Undertake capital renewal and maintenance modelling of nominated asset categories.	
5.3	Implement strategies for collecting and maintaining the data required to manage Council's assets especially inventory, location and condition data.	
5.4	Update and maintain the details of the asset databases and asset registers for all asset classes, including: coordinating field inspections and data collection, recording current details of the assets and attributes and their condition/descriptions, (including contributed assets).	
5.5	Mentor asset management custodians on a wide range of asset management topics and build capacity across asset custodians to become more mature asset managers.	
5.6	Update and maintain all asset registers to reflect changes in the GIS system and ensure data is current and accurate to meet operational, managerial and legislative requirements.	
5.7	Develop systems and processes to accurately value, record, retrieve, manage and present asset data.	

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application</i>
6.1	Education and knowledge
6.1.1	Tertiary qualifications in an appropriate discipline; or equivalent relevant industry experience
6.1.2	Understanding of lifecycle asset management principles and techniques coupled with a working knowledge of the International Infrastructure Maintenance Manual (IIMM)
6.1.3	Sound understanding of legislation and regulations that impact on asset management
6.2	Licences/tickets, clearances, membership
6.2.1	Current Drivers Licence
6.2.2	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW; or ability to acquire prior to commencement in the position
6.3	Experience
6.3.1	Demonstrated experience in the implementation and development of contemporary asset/infrastructure management processes and techniques
6.3.2	Demonstrated experience in asset data collection, asset condition assessments and establishing asset levels of service
6.4	Position related skills
6.4.1	Demonstrated problem solving, investigative and analytical skills
6.4.2	Sound working knowledge of computer based information systems, including databases and Geographic Information Systems, linking asset management to GIS mapping
6.4.3	Demonstrated well developed written and verbal communication skills
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application</i>
7.1	Education and knowledge
7.1.1	Tertiary qualifications in project management
7.2	Licences/tickets, clearances, membership
7.2.1	Membership of Engineers Australia or IPWEA
7.3	Experience
7.3.1	Experience in a similar role within Local Government

8.	Generic performance requirements
	Ethics/probity - act in accordance with the Code of Conduct.

8.	Generic performance requirements
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

9.	Declaration
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Employee</i></p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>	