

# CLARENCE VALLEY COUNCIL

## Position Description

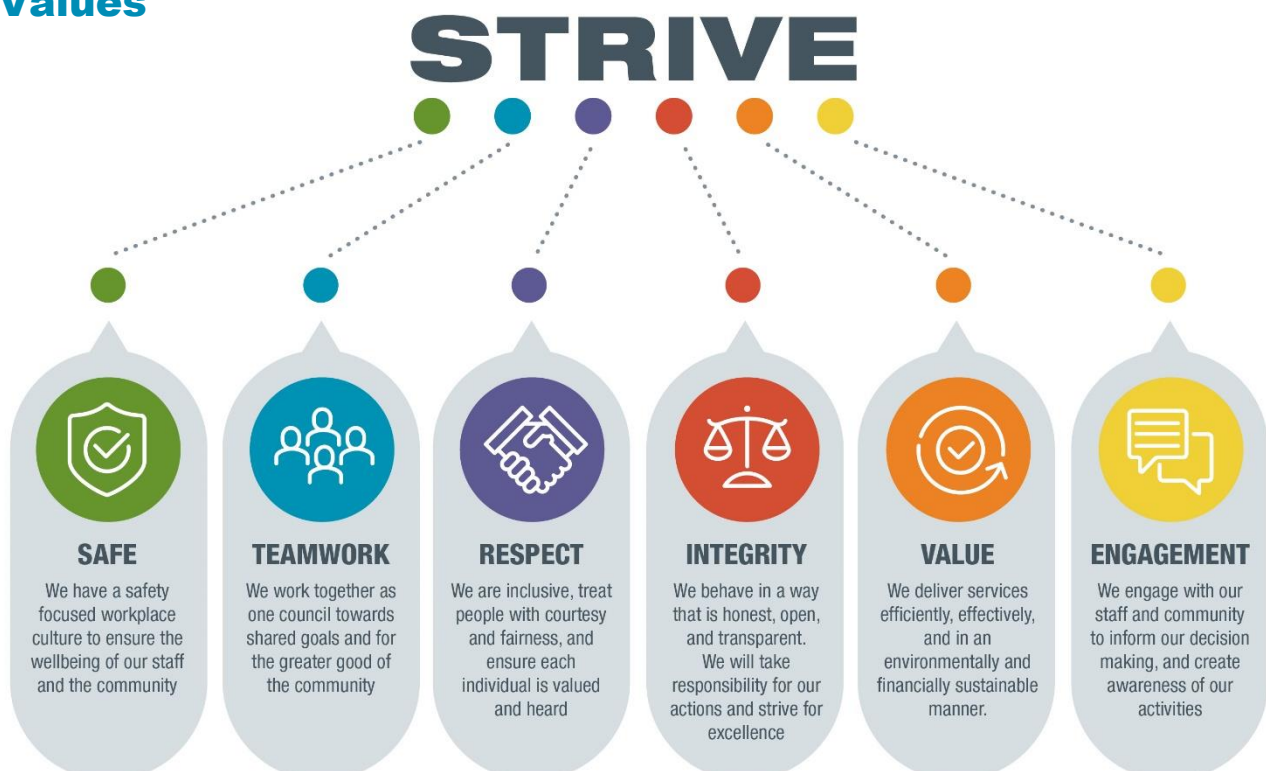
### Infrastructure Assets Data Integrity Officer

<b>Directorate</b>	Office of the General Manager
<b>Location</b>	Rushforth Road Works Depot – South Grafton
<b>Classification/Grade/Band</b>	Grade 8
<b>Position Code</b>	
<b>Date position description approved</b>	8 September 2020

## Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

## Values



## Primary purpose of the position

The Infrastructure Asset Data Integrity Officer is responsible to ensure the accuracy and continual integrity of Council's infrastructure asset registers.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Review council's infrastructure asset registers to ensure all required information is consistently recorded
- Assist in the implementation of the new asset management system and specifically identify and correct errors and gaps in asset register data. Verify mapping data and identify any errors or omissions to facilitate corrections
- Assist in the improvement of the asset management processes ensuring information is consistently recorded
- Develop actions and implement processes to ensure credible strategic asset management and planning.
- Focus on continuous improvement planning to ensure data integrity is checked on a recurring basis and other monthly reconciliations processes such as the financial asset book are completed.
- Co-ordinate the collection of Contributed Assets Information for entry into Asset Registers by the appropriate Asset Management Officer

## Key challenges

- Ensuring the consistency of data entry where there are multiple points of entry
- Size and complexity of databases
- Persuade and gain commitment from all sections of council who have other competing priorities to engage and report on their asset management.

## Key internal relationships

Who	Why
Staff	Obtain and verify data
Finance and Asset Planning Unit	Discuss and verify asset data
Managers	Obtain data and advise on database structures
Finance & Strategic Asset Planner	Obtain direction, tasks and provide information

## Key external relationships

Who	Why
N/A	

## Key dimensions

### Decision making

This position is accountable for decisions relating to the distribution of specific information to the Asset Management Officers to update the Asset Registers

Reports to	Finance and Asset Strategy Planner
Direct reports	Nil
Indirect reports	Nil





### Essential requirements

Demonstration relevant experience in a similar position.

### Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability)

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Manage Self</b>	<b>Intermediate</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Intermediate

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Understands what needs to be done and steps up to do it</li> <li>• Pursues own and team goals with drive and commitment</li> <li>• Shows awareness of own strengths and weaknesses</li> <li>• Asks for feedback from colleagues and stakeholders</li> <li>• Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solutions</li> </ul>

## Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"><li>• Shows confidence in using core office software and other computer applications</li><li>• Makes effective use of records, information and knowledge management systems</li><li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li></ul>