



INFORMATION PACKAGE

POSITION VACANT

ASSET INFORMATION SUPPORT OFFICER

REF NO: ESC116

CLOSING DATE: 4.30PM WEDNESDAY 30 MAY 2018

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Email: positions@esc.nsw.gov.au

Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Peter Collins on
(02) 4474 1250



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

**JOB DESCRIPTION
INFRASTRUCTURE SERVICES
TECHNICAL SERVICES**

JOB TITLE:	Asset Information Support Officer
JOB GRADING:	15
JOB REPORTS TO:	Asset Information Support Coordinator
PURPOSE OF JOB:	Provide assistance in the effective management of Council's assets.

MAIN DUTIES and KEY RESULT AREAS:

1. Maintain and update the asset registers using work-as-executed information for all Council's asset classes including:
 - roads & bridges
 - footpaths
 - stormwater systems
 - buildings & structures
 - marine structures
 - parks & reserve facilities
 - water & sewer
 - other assets

KRA: Asset registers accurate, up to date and meets legislative requirements.

2. Provide relevant financial information with regards to Infrastructure Assets and projects to enable Annual Accounts to be prepared.

KRA: All financial reporting in regards to General Fund Projects, met.

3. Facilitate the provision of condition assessment of assets, either via internal or external resources/systems to provide this information.

KRA: Condition of assets updated in accord with schedule. Reports presented provide information for analysis and decision making.

4. In consultation with engineering and finance staff, assist with the (re)valuation of assets, including:

- preparing estimates of cost for the replacement of assets
- assessing remaining useful lives
- new assets acquired from subdivision

KRA: Valuations within agreed order of accuracy. Time lines for delivery of information met. Effectiveness of team work with engineering and finance staff.

5. Assist with the provision of information and documentation required for the preparation of, and reporting of outcomes against Council's Management Plans and other statutory reporting requirements.

KRA: Information and reports fit for purpose and delivered on time.

6. Assist with the investigation of matters relating to Council's assets.
KRA: Investigations undertaken as directed in a competent and efficient manner. Outcomes fit for purpose.
7. Provide assistance to Council's Staff in the use and operation of Council's mobile platform.
KRA: Assistance provided in a timely manner.
8. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

QUALIFICATIONS AND EXPERIENCE (Selection Criteria):

Essential

1. Diploma in a Civil Engineering discipline or equivalent in work experience.
2. Good oral and written communication skills including report writing.
3. Excellent computing skills including Microsoft & other relevant mainframe systems.
4. Ability to compile estimates and analyse costs.
5. Good skills in geographic information systems and asset management systems or preparedness to be trained in same.
6. Demonstrated analytical, critical thinking and problem solving skills.
7. Good skills in computer aided drafting or preparedness to be trained in same.
8. Preparedness to undertake additional studies in asset and risk management.
9. Class C drivers licence.
10. Ability to work within, and contribute to, a small team environment.
11. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Relevant technical experience and knowledge of roads, drainage, buildings or other civil assets.
2. Demonstrated experience in the application of asset management systems.
3. Experience in programming using MS Visual Studio.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE:	Vacant
SUPERVISOR:	Peter Collins
DATE:	May 2018

CONDITIONS OF EMPLOYMENT

Position Title:	Asset Information Support Officer
Reference Number:	ESC116
Grading:	Grade 15 of Council's salary system
Salary Range:	<p>In the range of \$1,526.82 to \$1,629.28 gross per week comprised of:</p> <ul style="list-style-type: none"> * \$1,394.36 to \$1,487.93 base salary, plus * \$132.46 to \$141.35 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

