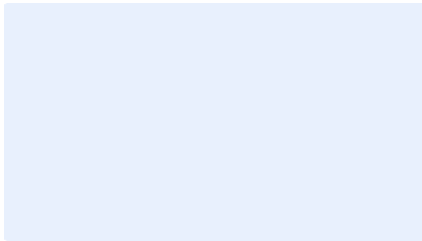


# Position Description

POSITION TITLE		Asset Information Officer			
REFERENCE/POSITION NUMBER		OUT0021			
DEPARTMENT		Engineering and Works			
ACCOUNTABLE TO		Manager Design and Development			
SUPERVISOR		Infrastructure Engineer			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	10	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		LAPTOP	No	
VEHICLE		No vehicle			
LAST UPDATED		23/11/2021			



## RESPECT

We treat others as we expect to be treated  
- in a fair and professional manner.



## INNOVATION

We champion change in order to provide superior services to our community.



## INTEGRITY

We are open, honest and ethical in our behaviours  
- at all times.



## TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



## EXCELLENCE

We aspire to be the best  
- in everything we do.

## OBJECTIVES

- To effectively manage Council's asset management information system and supporting processes and support Council meeting its strategic planning and statutory reporting requirements.
- Engaging best practice asset management principles by assisting with capturing assets, monitoring the condition of assets and assisting with the development and implementation of capital works and scheduled maintenance programs.
- To convey to the public an image of Council being both courteous and efficient.

## SELECTION CRITERIA

### ESSENTIAL

- Completed an industry recognised Certificate IV or higher qualification in Civil Design, Construction, Asset Management, Surveying or Information Systems.
- Demonstrated experience in Asset Management, interpreting designs and plans and/or construction of infrastructure assets managed by Councils.
- Demonstrated ability and experience in the use and/or administration of an asset management information system (Asset register).
- Understanding of asset-related reporting requirements for NSW Office of Local Government and associated entities.
- Experience in scope and cost estimate preparation for minor infrastructure projects.
- Proficiency in MS Office suite, GIS and SAP Crystal Reports in particular, with data analysis, manipulation and reporting.
- Knowledge of Australian accounting standards and associated asset management requirements.

### DESIRABLE

- Experience in Project Management of infrastructure maintenance projects including coordinating contractors.
- Experience managing and maintaining a dam telemetry communications system.

## DUTIES

- Manage and maintain the administration of Council's Asset Management Information System (Asset register).
- Provide financial and infrastructure reports to provide asset information as required, complying with Australian Accounting Standards and NSW Office of Local Government requirements.
- Maintain Council's Asset Management GIS and the associated corporate software integration.
- Assist with the development of Council's annual and rolling capital and maintenance programs, aligned with Council's Asset Management Plans.
- Assist with the preparation and review of Asset Management Plans for all Council Asset Groups.
- Coordinate the acceptance of asset information from Road Authority and contractor contributed new assets and communicate with key stakeholders such as contractors and Transport for NSW to confirm accuracy of information and condition of associated assets.
- Oversee Council's Dam Communication telemetry system, maintenance and any associated minor contracts.
- Oversee contractors to deliver asset compliance measures and authorise in accordance with legislation:
  - annual fire safety certification
  - the Environmental Planning and Assessment Act 1979
  - the National Construction Code and relevant Australian Standards for all Council infrastructure.
- Investigate and develop cost estimates for works to be included within the operational, delivery and capital works plans.
- Coordinate information provision to support preparation of scheduled and unscheduled maintenance programs.
- Oversee street light reporting and liaising with the Street Light Authority.
- Prepare submissions to relevant authorities for funding assistance.
- Contribute to development of Council's storm water network and Gross Pollutant Traps Capital Renewal and maintenance works programs.
- Assist in the Management of Council keys, locks and system register.
- Address public enquiries as required.

## CORPORATE RESPONSIBILITIES

### RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

### INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

### INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

### TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

### EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

## **WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES**

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

### **Work Health and Safety (WHS)**

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

### **Certificates of Competency / Licences**

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

### **Injury Management**

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

### **Risk Management**

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

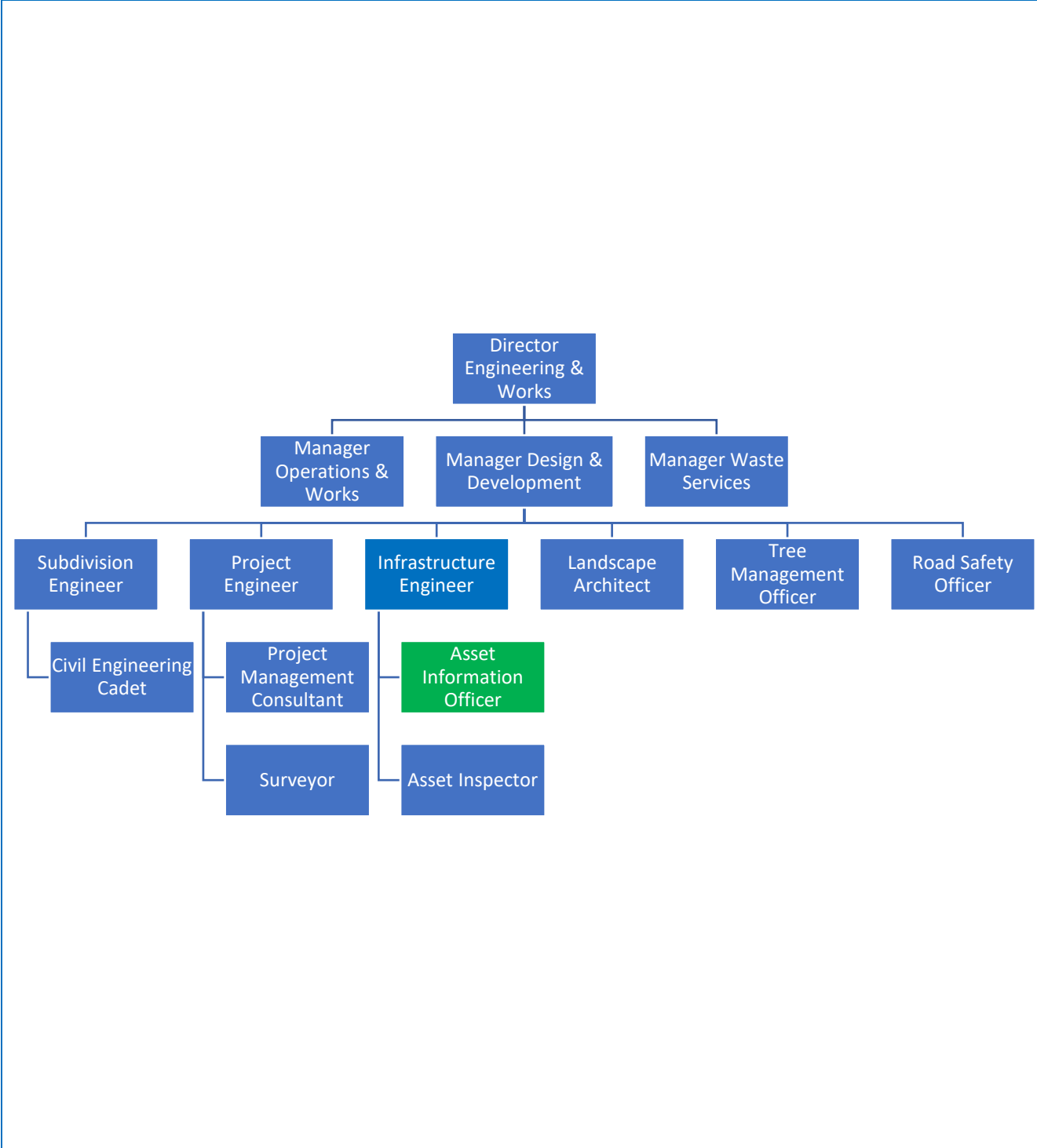
### **Equal Employment Opportunity (EEO)**

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Act in Accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	10
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	Up to \$100,000
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	Up to \$100,000
<b>BUDGET DEVELOPMENT:</b>	Input to budget

CONDITIONS OF EMPLOYMENT		
<b>AWARD/AGREEMENT</b>	Local Government (State) Award	
<b>PROTOCOLS:</b>	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Physical and mental capability to perform the inherent requirements of the position</li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of ability to legally work in Australia</li> </ul>	
	<ul style="list-style-type: none"> <li>Pre-employment screening to Australian Standards in Employment Screening.</li> </ul>	
	<ul style="list-style-type: none"> <li>Criminal record check</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Pre-employment medical</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Working with children check</li> </ul>	No

## REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date: Drop down for**

**dateDrop down for dateDrop down for dateDrop down for dateDrop down for dateDrop**  
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