**Position Description**

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| **TITLE:** | Assets Officer  |
| **DESIRED SKILL LEVEL:** | B2L3/B3L2 |
| **GRADE:** | 14 |
| **DEPARTMENT:** | INFRASTRUCTURE SERVICES |
| **REPORTS TO:** | CHIEF ENGINEER |
| **DATE**: | July 2021 |

### **Vision**

To be a focused community valuing Gunnedah’s identity and quality lifestyle.

### **Values**

Decisions, actions and behaviours are governed by our Council Values; Leadership, Effective and Efficient use of Resources, Openness and Accountability, Customer Satisfaction, Equity, Integrity and Commitment to Safety. All employees have a responsibility to uphold and champion these values.

### **Position Specific**

### **Primary Role**

To support the Infrastructure Services Directorate in all aspects of development and implementation of the Council’s Asset

Management practices.

The key deliverables are to support reporting functions under the Integrated Planning &Reporting framework, including developing Council’s Asset Management Plans, and the ongoing management of Council’s Asset Management Improvements Plan.

This role will also be responsible for the maintenance of the Asset Management System and will assist in the development of Council’s long term financial plan for the Capital Works Program.

### **Duties and Responsibilities**

* Develop and maintain Councils Asset Management plans as part of the Integrated Planning and Reporting framework.
* Assist with the preparation of Council’s 10 year long term financial plans for the Civil Capital Works Program.
* Provide ongoing support for capitalisation and fair valuation processes as stipulated in AAS27.
* Support the implementation and management of Councils Asset Management System, asset information, procedures and corporate documents.
* Assist with establishment and ongoing development of strategies and procedures required for maintenance of an accurate asset management database.
* Work collaboratively with the Finance team to achieve consistent and high-quality outcomes with financial reporting and asset information management.
* Ability to work unsupervised and use initiative, to organise workload and manage time efficiently
* Ability to use a network computer in word processing, spreadsheet data recording, electronic networking.
* Work in collaboration with the asset team, manager and other key stakeholders to achieve business unit goals
* Ensure compliance with legislative, industrial and Council policy requirements and standards in the areas of Equal Employment Opportunity, Occupational Health, Safety and Rehabilitation and Environmental protection.

### **Personal Attributes - Qualifications:**

*Essential:*

* Tertiary qualifications in Civil Engineering, Geographic Information Systems (GIS), Information Technology, Accounting or other relevant discipline
* Demonstrated ability in developing and managing Asset Management Plans.
* Good verbal and written communication skills with the ability to effectively respond and liaise with community and business representatives, Councillors and Government Authorities
* Demonstrated experience in managing Asset Management Systems and processes including the delivery and setup of such systems.
* Demonstrated experience in oversight of Capitalisations and Fair Valuation processes.
* Demonstrated problem solving skills for managing risk; prioritising solutions and programming works.
* A positive, professional and co-operative approach to working with others.

*Desirable:*

* Demonstrated understanding of relevant Accounting Standards, ISO55000 and other Asset Management guidelines.
* Demonstrated understanding and ability to implement IIMM guidelines for Asset Management Plans.

*Knowledge, experience and capability:*

### Demonstrated capability or equivalent experience at a level of typically up to 3 to 5 years in the following areas:

* Eligible for Membership of the Institute of Engineers, Australia
* Asset Management using computer based systems
* Project planning and management processes including develop and document requirements and procedures, including business review processes
* Work effectively with others by using a range of communication skills
* Implement workplace information systems including Databases, Web Hosting Technologies Technology One suite of applications, such as CES (Finance One), Property & Rating and CRM systems
* Understand budget processes
* Knowledge of current and emerging digital technologies including developing and deploying web based technologies

### **Competencies and Accountabilities**

**Authority and accountability:** May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations within the employer and represent the employer to the public or other organisations.

**Judgement and problem solving:** Problem solving and judgements are made where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

**Specialist knowledge and skills:** Positions have advanced knowledge and skills in a number of areas where analysis of complex options is involved

**Management skills:** May supervise groups of operational and/or other administrative/trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co-ordination to achieve specific outputs.

**Interpersonal skills:** Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or the public**.**

**Qualifications and experience:** An advanced certificate, associate diploma, appropriate in-house training or equivalent combined with extensive experience in the application of skills in the most complex areas of the job.

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| *WORKING CONDITIONS / PHYSICAL REQUIREMENTS* |
| *Manual tasks Hw* | 3 | Extended walking | 2 | Respirator | 1 |
| Manual tasks Lt | 3 | Loud noise exposure | 2 | Ear protection | 2 |
| Repetitive lifting | 3 | Work on uneven ground | 3 | Eye protection | 3 |
| Trunk twisting | 3 | Colour vision | 2 | Safety helmet | 2 |
| Extended standing | 3 | Depth perception | 1 | Work at heights | 1 |
| Extended kneeling | 2 | Balance | 2 | Confined spaces | 1 |
| Extended reaching | 2 | Work Indoors | 0 | Extended vibration | 0 |
| Elevating arms above shoulder | 2 | Work Outdoors | 3 | Extended driving | 0 |
| Climbing into and from excavations | 2 | High temperatures | 3 | Extended computer use | 0 |
| Crawling | 1 | Low temperatures | 2 | Exposure to chemicals | 1 |
| Shovelling/digging | 3 | Operate machinery | 1 | Exposure to Hepatitis | 1 |
| Frequent bending | 2 | Sun protection | 3 | Fine manipulation | 1 |
| Extended sitting | 1 | Safety boots/shoes | 3 |  |  |

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| ***NOTE: THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE*** ***OF THE CONTENT AS AT THE DATE OF SIGNING*** |

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| **MANAGERS NAME** |  | **SIGNATURE** |  |
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|  |  | **DATE** |  |