

Position Description

Recreation Assets Management Officer



Position Title	Recreation Assets Management Officer	Role ID	PCRAM1
Division	Sustainable Communities and Environment	Unit	Parks and Active Communities
Job Grade	5	Award	35
Reports To	Senior Assets Officer - Community Property and Open Space		
Revised/Created	January 2020 – Template updated June 2022 – Amendment to SC - Qualifications		

Primary Objective

- Operate and maintain building and open space asset register and maintenance systems in association with the Finance Unit, integrating with Council's corporate systems and building and open space Asset Management Plans.
- The position undertakes detailed interrogation and analysis of Building and Open Space infrastructure assets relating to their performance for both internal and external reporting.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Position Description

Recreation Assets Management Officer

Organisational Environment



SUSTAINABLE COMMUNITIES AND ENVIRONMENT

The Sustainable Communities and Environment Division is responsible for the Management of Resource Recovery, Sustainability and Environment, Parks and Active Communities, Community Services, Tweed Holiday Parks and Cultural Facilities throughout the Shire.

Parks and Active Communities Unit

The Parks and Active Communities Unit is responsible for the management and strategic development of Council-controlled parks, sporting and recreation facilities, swimming pools, cemeteries, civic centre buildings, public toilets and surf lifesaving within the Shire.

The Position

The position administers and maintains the Building and Open Space Asset Registers in association with the Finance Unit, integrating with Council's corporate systems such as the GIS and Property System (Proclaim) and the Building and Open Space Asset Management Plans.

The position undertakes detailed interrogation and analysis of Building and Open Space infrastructure assets including Aquatic Facilities, Cemeteries, Park Infrastructure, Sportsfields Infrastructure and buildings, Civic Buildings, Cultural and Community Buildings, and Public Toilets relating to their performance for both internal and external reporting.

The position liaises with the Finance Assets Officer and may be required to liaise with external auditors or other service providers in relation to commissioning and decommissioning of Parks and Active Communities assets.

The position assists the Program Leader - Recreation Operations & Community Assets and Senior Assets Officer – Parks Community Property and Open Space with the development of asset management plans and procedures for asset data collection.

The position assists Parks and Active Communities personnel to monitor operational and capital budgets and provide an interface with the Financial Unit on day to day financial enquiries.

The position will assist in the coordinate the management of sportsfield licenses, leases and communications with sports clubs on building and asset issues. The position provides administrative support to the Recreation and Building Assets Coordinator.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

Position Description

Recreation Assets Management Officer



The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Parks and Active Communities KPIs	<ul style="list-style-type: none">• Assist in implementation of systems and maintain procedures to produce asset related KPIs.• Extract data for KPI reports.
2. Asset Management	<ul style="list-style-type: none">• Develop, review and maintain Parks and Active Communities asset maintenance system in consultation with relevant staff across Council.• Update acquisition, including developer provided assets, decommissioning, disposal, and asset creation on Unit's asset register.• Implement and maintain data collection and recording processes in relation to scheduled and non-scheduled asset maintenance and upgrades including asset replacement programs.• Undertake detailed interrogation and analysis of Building and Open Space infrastructure assets.• Manage and monitor asset data integrity.• Audit and report on service charges related to unit assets eg park waste charges, electricity accounts and water meters.• Implement and maintain processes to collect and update asset attribute data.• Interface with Councils GIS and Surveyor section to maintain recreation and building asset spatial data.
3. Administration	<ul style="list-style-type: none">• Provide assistance and support to Unit staff for finance system enquiries.• Provide assistance to complete and lodge Development Applications, construction Certificates and associate statutory forms.• Provide assistance to complete funding applications and other application forms as required.• Provide advice regarding correct account numbers for timesheets, invoices and stores issues.• Provide asset data for the development of annual and forward budget plans.• Control and instigate requests for the creation of job numbers, maintain job number list.• Monitor and correct as required financial transactions by formal request and liaison with the Financial Unit.

Position Description

Recreation Assets Management Officer

	<ul style="list-style-type: none">• Assist in the administration/facilitation of sporting facility license agreements and instigating associated invoice charges.
4. Sports Field Tenure Agreements	<ul style="list-style-type: none">• Provide input into the development and review of sportsfield building tenure agreements.• Monitor and review lease and license processes and documentation to ensure they are operating effectively.• Coordinate facility inspections in accordance with tenure agreement.
5. Communication	<ul style="list-style-type: none">• Liaise with external consultants and contractors to develop and maintain asset management system and data.• Liaise closely with GIS management and maintenance staff; Council staff involved in asset creation and maintenance; Program Leader - Recreation Operations; and asset related technical and data entry staff.• Communicate and liaise closely with Assets Maintenance Staff, Parks Supervisors, Assets Coordinator and Manager of Parks and Active Communities to ensure integrity and consistency of assets data base.• Communicate and liaise with sports clubs on building and asset issues.
6. Systems Development and Problem Solving	<ul style="list-style-type: none">• Liaise with Parks and Active Communities Unit professional staff in relation to asset management plan implementation and systems development.• Apply innovation to improve efficiency of operations within area of responsibility.• Problem solving for internal and external clients for issues relating to the asset management activities of the unit.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Position Description



Recreation Assets Management Officer

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Unit Manager;
- Other Units of Council,
- Director.

External Relationships

- Providers of Building and Recreation Assets;
- System consultants,
- Auditors,
- Recreation Asset user groups.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Position Description

Recreation Assets Management Officer



Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Certificate II or higher in Asset Management/Engineering/ Administration or related discipline along with demonstrated experience working in a similar role.

OR

Demonstrated extensive industry experience in Recreation Assets Management.

2. Demonstrated high level competence in use of Microsoft Office Suite especially Excel and Access.
3. Demonstrated experience with data extraction, analysis, and reporting.
4. Demonstrated high level oral and written communication skills.
5. High level attention to detail with record keeping and data entry.
6. Demonstrated ability to perform basic enquiries and interrogation of corporate finance system.
7. Ability to work closely with field based and supervisory staff.
8. Current Vehicle Licence – Car.
9. Demonstrated ability to work as an effective team member

Desirable:

10. Relevant experience in asset management with a focus on databases for asset registers, asset maintenance systems.
11. Demonstrated effective report writing skills.
12. Demonstrated knowledge of building assets.

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
Results	

Position Description

Recreation Assets Management Officer



Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A