

Position Description



Position Title	Assets Officer
Department	Strategy
Reports to	Team Leader Assets Management
Grade	10
Date reviewed	13 August 2024

Primary Purpose

The **Assets Officer** is responsible for the maintenance and updating of Councils Asset Management System including, but not limited to the condition rating of assets, the collection and interpretation of data for reporting purposes and assistance in the construction of Councils Delivery and Operational Plans.





The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- Maintain and enhance Council's Asset Management System.
- Ensure Council's Asset Registers are maintained and updated.
- Develop schedules and criteria for asset condition assessment.
- Provide asset data reports for both internal use and external authorities/government departments.
- Undertake routine asset inspections and develop condition reports and maintenance schedules for those assets.
- Develop asset management plans for Council assets.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Team Leader Assets Management, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Adept
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept

Essential Criteria

1. Demonstrated knowledge and understanding of Asset Management Systems.
2. Demonstrated written and verbal communication skills.
3. Demonstrated ability to manipulate data and prepare reports.
4. Strong computer skills including the use of the Microsoft Office Suite of applications.
5. A current Class "C" driver's licence.
6. Position requires the incumbent to be physically fit, capable of inspecting infrastructure, climbing stairs, walking distances and carrying tools and equipment.

Desirable Criteria

1. Experience in Civica Authority an advantage
2. Experience in Local Government operations.
3. Experience in collating and providing infrastructure asset data as part of the financial audit process
4. A diploma or similar qualification in Asset Management, or 3 years relevant skills and experience.
5. Operational knowledge and understanding of Geographical Information Systems

- 6. Demonstrated experience in writing SQL Queries
- 7. Basic knowledge of the NSW Local Government Act and Regulations

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date