

# Asset Officer

## Technical Services

### Infrastructure

### About the role

The **Asset Officer** implements Council's asset management framework, ensuring a consistent and integrated approach across the organisation. The role involves planning for the provision, maintenance and renewal of assets through effective policies, strategies and detailed plans. Accurate recording, analysis and management of large data sets within Council's systems underpin this work. The position also identifies and documents Council's asset information requirements through consultation with internal and external stakeholders, and coordinates the design, implementation, updating and support of information systems within an evolving, integrated IT and GIS environment to meet those needs.

As the **Asset Officer** you will be an approachable, constructive member of the team ensuring that Council and the best interests of the community are always promoted positively. You will have the ability to self-manage your own workload, develop strong working relationships with stakeholders, and be able to effectively balance competing priorities to deliver timely responses or outcomes, all whilst pursuing continuous improvements in safety, quality, excellence, culture and engagement for your business unit.

### Role specific accountabilities

- Develop and support the implementation of asset management plans for all Council asset classes.
- Oversee compliance with legislation and policy for all Council asset data.
- Develop and coordinate automated, asset-linked processes to ensure asset management systems generate accurate maintenance schedules and record statutory compliance.
- Coordinate development of asset maintenance plans across all Council assets.
- Promote a life-cycle approach to asset reporting to support better asset-related decision making.
- Undertake the asset take-up process from capital works and other development, ensuring new and renewed assets are accurately captured in the asset management system, GIS platform and included in periodic reporting.
- Work closely with the Finance and Capital Works Teams to undertake various reporting and asset related tasks.
- Maintain and enhance Council's GIS data and systems to ensure asset data is accurate, current and accessible to staff.
- Support other Council staff in the use of Council GIS & asset management systems.
- Make safety a priority and work collaboratively with stakeholders to champion WHS initiatives, culture change and build health and safety capability across the workforce.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

## Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including 'Making a Better Burnie 2044'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

## To be successful

- Tertiary qualifications in Asset Management, Engineering or a related field, or commensurate demonstrated experience in lieu of formal qualifications.
- Demonstrated previous experience in an asset management role.
- Experience with GIS and other defined mapping software including MapInfo.
- High degree of financial acumen.
- Demonstrated experience in interpreting and applying relevant guidelines, policy, legislation, codes of practice and other regulatory documents.
- High-level computer skills in the Microsoft Office suite, especially Excel, and the ability to acquire knowledge of Council specific programs such as financial management software, GIS and record management platforms. Experience in basic coding would also be desirable.
- Experience using GNSS based survey equipment and basic field data capture would be advantageous.
- Well-developed written and verbal communication skills, including report writing.
- Knowledge and experience of Local Government and an understanding of Local Government and an understanding of issues affecting Council (desirable).
- Current Construction Industry Induction (White Card), or ability to obtain.
- Current drivers licence.

## Who you will work with

<b>Reports to:</b>	Manager Infrastructure Services
--------------------	---------------------------------

<b>1-Up Leader:</b>	Executive Manager Works and Infrastructure Services
<b>Leads:</b>	Nil

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

## Other important information

**Location:** Works Depot

**Employment type:** Full-Time

**Hours:** 38 hours per week

**Employment Category:** ☒ Enterprise Agreement ☐ Individual Contract

**Classification:** Grade 4 or 5, Levels 1 to 5

- Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.
- From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.

**Other employment information can be found here:** <https://www.burnie.tas.gov.au/Council/Careers>