

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Asset Management Officer</b>
<b>Position Number:</b>	<b>11048</b>
<b>Directorate:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Corporate Accountant</b>
<b>Supervises:</b>	<b>Asset Systems Officer; Asset Management Officer</b>
<b>Department:</b>	<b>Financial Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Financial Services department is responsible for the development of management strategies for the City's assets including infrastructure, buildings, plant and equipment.

The Senior Asset Management Officer is responsible for development, management and enhancement of the City's asset data and asset management systems. The position will improve asset data and systems to enable technical analysis to support the development of asset management plans and processes.

### 1.1 Position Objectives

- To lead system development in CiAnywhere Enterprise Asset Module and
- Provide user support for the City's current Asset Management System (Brightly).
- Manage and enhance the City's asset data and asset management information systems.
- Provide technical analysis to support the development of asset management plans and processes.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Asset Management

- Lead the implementation and training of the City's asset management system/s within the organisation.
- Drive systems development and provide user support for the City's Asset Management System.
- Manage, maintain and enhance the City's asset data and asset management information systems.
- Initiate business improvements and development of processes by engaging with key stakeholders to improve the City's asset management practices.
- Undertake data analysis to support the development of asset management plans and long term capital works programs.
- Lead the development and implementation of regular data collection methods/procedures with key stakeholders to improve data integrity.
- Assist with yearly asset revaluation processes.
- Assist with the review of levels of service for all asset groups.
- Maintain GIS database.
- Coordinate the activities of the Operational Asset Management Working Group meetings, preparing agenda, presentation material and taking minutes.

- Undertake any other duties appropriate to the delivery of asset management service delivery as directed by the Corporate Accountant.

## **2.2 Budget**

- Provide asset management input to annual budgets and long term plans from asset data analysis and the asset management plan.
- Provide input to new budget initiatives based on asset management information.

## **2.3 Health & Safety**

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

# **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

## **3.1 Authority and Accountability**

- Exercise authority as agreed with Manager.
- Sound communication, interpersonal and negotiation skills to effectively communicate with a range of key stakeholders.
- Highly developed record keeping, administrative, problem solving, time management and organisational skills.
- Knowledge of legislation, regulations, Australian Standards, practices and guidelines in relation to infrastructure assets and asset management.

## **3.2 Judgement and Problem Solving**

- Well-developed conceptual and analytical skills with demonstrated experience in developing, assessing and implementing strategic solutions and plans.
- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

## **3.3 Specialist Knowledge and Skills**

- Knowledge and demonstrated experience in Asset Management, (preferable CiAnywhere EAM and/or Brightly system utilisation) with Local Government experience desirable but not essential.
- Well-developed skills in using asset management systems, predictive modelling applications, GIS and data querying to support asset management.
- Knowledge of whole of life costing and cost / benefit analysis techniques.
- Skills and knowledge in the collection and analysis of asset information.

## **3.4 Management Skills**

- Experience in managing subordinate staff including leadership, recruiting, support, mentoring, and training and performance management.
- Experience in conducting annual performance reviews for staff, ensuring they are completed in a timely manner.

### **3.5 Interpersonal Skills**

- Developed verbal and written communication skills including demonstrated ability to participate in meeting/group discussions, lead group discussions, make presentations and provide on-the- job training.

### **3.6 Qualifications and Experience**

- Qualifications in Asset Management, Accounting and/or equivalent experience in a similar role for more than 2 years
- Current C class driver's licence
- Current National (or Federal) Police Certificate (no more than 6 months old)