

POSITION DESCRIPTION

Position Title:	Asset Systems Officer
Position Number:	11022
Directorate:	Corporate & Commercial Services
Reports to:	Senior Asset Management Officer
Department:	Financial Services
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 4

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 Asset Systems Officer is responsible for development 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 support system development and provide user support for the City's Asset Management System.
- 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

- Assist with the procurement, implementation and training of asset management systems within the organisation.
- Support 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.
- Assist with 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.
- Provide input to new budget initiatives based from asset management information.

2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

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

3.1 Authority and Accountability

- 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.
- Knowledge of whole of life costing and cost / benefit analysis techniques.

3.3 Specialist Knowledge and Skills

- Knowledge and demonstrated experience in Asset Management, 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.
- Skills and knowledge in the collection and analysis of asset information.

3.4 Interpersonal Skills

- Sound communication, interpersonal and negotiation skills to effectively communicate with a range of key stakeholders.
- 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.

3.5 Qualifications and Experience

- Qualifications in Asset Management, financial accounting or GIS 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)