

POSITION DESCRIPTION

POSITION TITLE	Senior Asset Systems Officer
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	7 - Salaried
RESPONSIBLE TO	Coordinator Asset Planning

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To provide specialised asset system services, analysis, and advice on the City's asset management system (Brightly Asstetic). Ensuring that the City operates within requirements of proper financial reporting and organisational management and forward planning for asset renewals.

KEY RESULT AREAS

ASSET MANAGEMENT

- Provide support to Asset Management Coordinator in the development and review of Asset Management Plans, Asset Management Procedures, and Guidelines.
- Regularly update and monitor the currency and accuracy of the City's asset management system (presently Asstetic myData) for all newly constructed, gifted, and found assets, including coordination with developers and designers for the provision of A-Spec as-constructed data.
- Coordinate the updating of all capital expenditure into myData for asset component values, including reconciliation in liaison with the City's Financial Services business unit.
- Coordinate the updating of asset spatial data in QGIS including integration to Intramaps.
- Provide high quality technical advice to line Management a timely and professional manner.
- Prepare reports and analysis from the Asstetic system as required.
- Provide support to the Coordinator.

TECHNICAL TASKS

The main tasks this role will be required to undertake (with approximate time proportion in brackets) are:

- Daily updates to the Asstetic Asset Register (15%)
- Daily update to QGIS system (10%)
- In-Year Capitalisation of City Capital Works (20%)
- A-Spec updates of new subdivisional assets (5%)
- Intramaps ROAM setup and importing of condition rating data for Asset Inspectors. (5%)
- Development and review of AMP's including the Predictive Asset Scenario Modelling (10%)
- Coordination of Land and Buildings, and Infrastructure Revaluations (10%)
- Internal and external reporting (Finance Dept end of year and OAG queries, Annual MRWA IRIS Export, Annual WALGA Road Asset Expenditure Report) (10%)
- Customer Service (internal and external) (15%)

CUSTOMER SERVICE (INDIVIDUAL AND TEAM)

- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to internal enquiries and requests in accordance with KPI targets.
- Research and identify improvements in the industry and develop and prepare proposals that enhance and improve the service delivery.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

SELF MANAGEMENT

- Participate positively in mentoring and coaching activities.
- Ensure compliance with all legislative requirements including employment agreements, Occupational Health and Safety, and Equal Employment Opportunity.
- Ensure documentation required for role responsibilities and deliverables are completed accurately and on-time. This includes time sheets, leave forms, incident reports, the Performance Evaluation System, position descriptions, staff performance processes, career development and performance reporting.
- Demonstrate that assigned tasks are properly prioritised

FINANCIAL MANAGEMENT

- Understand the budget and financial constraints of the organisation and the Unit.
- Raise purchase orders within the limit of position authority.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)/EXPERIENCE

- Possession of a tertiary qualification in engineering with focus on asset management
- Demonstrated ongoing professional development in subject field.
- Demonstrated experience in asset management systems for organisations with substantial quantity and variety of assets

SELECTION CRITERIA

1. Comprehensive skills and knowledge of asset planning within local government or a similar environment.
2. High level of skills and knowledge in associated software systems.
3. Highly developed analytic skills
4. Strongly developed inter personal skills to work in multidisciplinary business
5. Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Physical fitness and capability for site inspections in a wide range of constructed and natural environments.
- High degree of spatial awareness to attend site visits involving moving vehicles, plant and machinery.
- Climbing in and out of vehicles,.
- Walking, squatting, kneeling bending, standing and negotiating uneven ground and level surfaces.
- Intermittent sitting and standing/bending/trunk rotation.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Asset Planning
DATE PD REVIEWED/APPROVED: 31 March 2023
