



POSITION TITLE	Asset System Officer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 5
DIRECTORATE	Infrastructure
BUSINESS UNIT	Assets
REPORTS TO	Team Leader Strategic Assets
SUPERVISES	N/A
EMPLOYMENT STATUS	Full time, limited tenure
DATE	March 2024
EMPLOYEE NAME	Vacant

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

POSITION OBJECTIVES

This position will contribute towards council’s goals to protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future. Strategic Assets focus in on continual improvement and to ensure the currency of infrastructure asset data, which enables sound decisions for any maintenance, renewal and valuation requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

This position will support the following service areas and programs:

- The upkeep and improvement of Council’s asset data/registers;
- Assist in the implementation of Councils corporate asset management system.
- The capture of new assets or verifying existing assets in the field using GIS/mobile technology and populating attribute, condition and defect information

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

- Extracting data from design plans and as constructed developer plans to add to asset registers and for valuation purposes;
- Have an understanding of contracts that relate to the operational upkeep of assets
- Assist in the development of operational asset workflows within Councils corporate asset management system.
- Assist with the development of prioritized renewal/replacement and future planned maintenance programs or annual long-term financial forecasting.
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Accountability and Extent of Authority

This position is accountable for:

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- Acquisition, verification and cleansing of key asset data for uploading into the corporate asset management system with sufficient quality to enable renewal/rehabilitation and planned maintenance of council's infrastructure.
- Field inspections capturing accurate infrastructure asset condition, defect and attribute data
- Compliance with the Local Government Act 1989, Road Management Act 2004, Road Safety Act 1986, and supporting regulations as amended and other relevant legislation and Council policies, delegations and budgets.

The position has the authority to:

- Liaise with the GIS Officer and Asset team members on asset data entry
- Raise dispatch (work instructions) in response to actions required on assets.
- Add, modify, correct or improve assets and asset attributes in the corporate AMS and GIS registers.
- Modify Excel register data to enable uploading into Councils corporate asset management system.
- Map work flows relevant to the operational management of assets in the corporate asset management system
- Liaise with internal and external stakeholders who have an interest in the corporate asset management system development and use

OUR VALUES

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say
	Create transparency – Do not withhold information unnecessarily or inappropriately
	Right wrongs
	Practice accountability – Take responsibility for results without excuses
	Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
	Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values
	Keep confidences
	Do what you say you will do to the best of your ability
	Be open about mistakes
	Speak of those that are absent only in a positive way

Learning	Work together and learn from each other
	Continuously improve and innovate
	Be open to change
	There is a high degree of responsibility for results – delivery without excuses

PERSONAL COMPETENCIES

For details of personal and leadership competencies relating your role, please see Attachment 1.

JUDGEMENT AND DECISION-MAKING SKILLS

- With direction, use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work.
- With assistance, resolve problems of a technical nature using procedures, guidelines, professional and technical knowledge.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of infrastructure assets and maintenance activities.
- An understanding of the function of databases and a capability to analyse and prepare asset data for inclusion into an asset management system
- The ability to analyse, identify and solve problems and provide advice to stakeholders.
- Knowledge of the use of mobile computing technology such as a tablet or Ipad
- Aptitude and experience in the use of corporate GIS applications, Intramaps or QGIS
- Knowledge and experience with using Windows Explorer (for example, understanding of drives and folders, and ability to navigate to find drives/folders), Microsoft Office and Kapish/Trim
- Ability to work with minimum supervision.
- The ability to work as a member of a multi-disciplinary team to meet organisational requirements.
- Excellent customer service skills.

MANAGEMENT SKILLS

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

INTERPERSONAL SKILLS

- Good verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of problems.
- Good written communication skills to communicate with clients, members of the public, and other employees.

INFORMATION TECHNOLOGY SKILLS

Information technology skills commensurate with the level of the position.

CUSTOMER CARE

Meet council's Customer Care expectations including:

- Being honest, ethical and professional;
- Being helpful and courteous;
- Listening with respect and understand the customer's issues;
- Meeting commitments made;
- Keeping the customer informed;
- Ensuring that the customer clearly understands what is being said;
- Apologising if a mistake is made and attempt to make it right; and,
- Assisting customers with physical, sensory or intellectual disabilities, to achieve equitable access to our services.

EMERGENCY MANAGEMENT

As part of this role, the incumbent is expected to assist Wodonga Council in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

OCCUPATIONAL HEALTH AND SAFETY / RISK MANAGEMENT

Wodonga Council is committed to the highest level of health and safety and to ensuring effective risk management across all areas of council. To contribute to upholding this commitment you must have the ability to:

- Comply with and adhere to Occupational Health and Safety (OH&S) and risk systems of management (i.e. policies, procedures, Safe Operating Procedures etc.) to ensure your safety and the safety of others;
- Assist with the identification, assessment, evaluation and monitoring of risks and hazards within your area;
- Report any incidents, hazards or near misses immediately; and
- Contribute to participative arrangements for effective OH&S and risk management.

QUALIFICATIONS AND EXPERIENCE

- Relevant experience in the following areas:
 - Working with asset management systems.
 - Infrastructure condition and defect assessment.
 - Using mobile GIS technology and desktop GIS programs.
 - Maintenance and construction of infrastructure assets.
 - Operational asset management workflows.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Victorian Working with Children Check (required to be supplied by the employee or prospective employee prior to commencement, and renewed as required)

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

KEY SELECTION CRITERIA

1. Relevant qualifications and/or experience with asset data/data bases and asset management systems.
2. The ability interpret GIS maps, construction plans and data, and extract relevant asset information
3. The ability to carry out onsite asset inspections using mobile GIS technology, capturing attribute, condition and defect data
4. A positive and enthusiastic attitude
5. The ability to work collaboratively in a team environment

Staff member signature

PERSONAL AND LEADERSHIP COMPETENCY FRAMEWORK

ALL EMPLOYEES

- Demonstrate commitment to Wodonga council through the organisational values and behaviours.



ATTACHMENT 1

PERSONAL AND LEADERSHIP COMPETENCY FRAMEWORK

CUSTOMER AND COMMUNITY FOCUS

- Develop and maintain productive relationships
- Effectively build rapport with internal and/or external customers
- Use community and customer feedback to improve services and relationships
- Continually strive to deliver the best services and outcomes for the resources available
- Have a 'can do' attitude
- Be friendly, co-operative & helpful
- Respond promptly to customer enquiries

COMMUNICATION

- Express ideas / thoughts clearly and concisely
- Use language appropriate to audience
- Actively listen
- Give the person you're with your full attention

SHOW INITIATIVE

- Be a self-starter
- Be proactive
- Take productive action without being asked
- Continually pursue improvement opportunities
- Generate & develop new ideas and share them
- Be willing to question the way things are to find solutions
- Seek out best practice and learn from it
- use different approaches to resolve issues/develop opportunities

QUALITY OF WORK

- Perform work to a high standard, complete within appropriate timeframes and undertake in an efficient manner
- Develop and / or use systems to check accuracy and completeness (e.g. checklists, flowcharts)
- Follow or establish procedures and/or processes
- Thoroughly review own work

ORGANISATIONAL SKILLS AND TIME MANAGEMENT

- Effectively co-ordinate priorities
- Effectively manage resources and time
- Be flexible and adaptable to changing circumstances
- Have a 'can do' attitude
- Be friendly, co-operative and helpful
- Respond promptly to customer enquiries
- Exceed customer expectations wherever possible

WORKPLACE SAFETY

- Observe safe work methods and practices
- Comply with OH&S policies and practices
- Keep immediate work area clean and tidy (office based staff only)

TEAM WORK

- Actively encourage a supportive team culture
- Encourage the sharing of information
- Give and receive feedback openly and look for improvement opportunities
- Take responsibility for team duties and contribute

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Provision of information technology (IT) customer service support, and infrastructure projects	Desk based and IT infrastructure duties relating to the role	<ul style="list-style-type: none"> Liaison with staff of all levels Phone use Photocopier use Use of computers and multiple IT programs / systems Hardware and software maintenance Installation of hardware, software and peripherals Customer service and help desk support Time management Handwriting notes Driving company vehicles Operate within budget and timeframes Involvement in team planning and objective delivery 	Sitting				X
			Standing			X	
			Walking		X		
			Lifting < 10kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching		X		
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions		X		
			Sustained concentration				X
			Major decision making			X	
			Complex problem solving			X	
			Supervision of others			X	
			Interaction with others			X	
			Exposure to confrontation		X		
Respond to change		X					
Prioritisation			X				