

POSITION DESCRIPTION

Position Title:	Asset Management Officer
Directorate:	Infrastructure
Award/Agreement:	TOC Enterprise Agreement 2021 (and any subsequent agreement)
Classification level:	Level 8
Directly reports to:	Manager Assets and Design
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position assists with the preparation and maintenance of the Town's Asset Management Plans for all the Town's assets in order to support the effective management and planning of the Town's assets.

Objective 1: Asset Management

- Prepare and regularly review the Town's Asset Management Plans.
- Review and continually update existing asset data bases. Additionally, assist custodians with their regular condition assessments.
- Update data for existing replacement and maintenance programs.
- Collect, update, and record any missing and new asset information.
- Organise the regular condition assessment of the Town's road and footpath network.
- Assist with funding applications.
- Align Asset Management Plans with census data and Strategic and Corporate Business Plans.
- Review Asset Management Plans to align stated objectives and performance with custodians.
- Manage the Town's RAMM data base.
- Write reports as required by Management and Executive Teams regarding Asset Management.
- Communicate with internal and external customers in relation to the duties of this position.
- Liaise with other authorities, maintaining and building good relationships.
- Assist in financial analysis of assets for Fair Value Accounting and strategic objectives.
- Assist with the preparation of short- and long-term budgets.
- Use and maintain QGIS to keep asset datasets up to date.
- Work closely with IT to update assets in the Town's internal mapping and information system, Intramaps.

Objective 2: Administration

- Maintain a job-specific work plan that identifies the tasks to be undertaken, priorities and timeframes for completion and review.
- Assist the GIS officer in maintaining systems and databases.
- Prepare, develop, implement, and maintain instructions and administrative processes as instructed by the Manager Assets to ensure the efficient and effective day to day operation of the service unit.
- Contribute to the development, implementation and review of procedures to ensure they are concurrent with the operational requirements.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 3: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 4: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.

- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 5: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Either a Degree or Advanced Diploma in Civil Engineering, a Professional Certificate in Asset Management or equivalent from a related field, or an equivalent amount of relevant experience.
- Experience using Asset Management systems (RAMM, NAMS+ etc).
- Good verbal and written communication skills and a strong customer service focus.
- Experience using GIS software programs and applications (QGIS, Intramaps, etc.)
- Demonstrated ability to use initiative and judgement.
- Demonstrated ability to work in a team environment.

Desirable

- Minimum of 3 years' experience in Asset Management role.
- Knowledge of construction techniques for roads, drainage, footpath and other civil infrastructure.
- Experience using CAD and AutoCad software.
- Ability to interpret construction plans.
- Financial tracking skills.
- Local Government experience in a similar role.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval

Signature	Date

Employee

Signature	Date