Position Description
As At 01 May 2020

Position Title: Asset Systems Applications Officer
Position Code: 1490
Department: Infrastructure Services
Business Unit: Asset Planning
Work Group: Asset Planning
Position Classification: Band 6
Effective Date: May 2020

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

1.1 To facilitate the development, implementation and ongoing management of Council's corporate asset management system used for management and strategic planning of Council infrastructure and other assets.

2.0 Key Responsibilities

2.1 Responsible for corporate asset management system administration, including system configuration and business process workflows.
2.2 Under direction of Asset Planning Coordinator, maintain the corporate asset register in alignment with IIMM standards, A-SPEC and industry standard asset management data models.
2.3 Responsible for managing the asset handover process to ensure all capital works and developer contributed asset information is updated in the asset register and prepared for financial capitalisation.
2.4 Maintain and update additional corporate asset data and spatial data when required or as directed.
2.5 Develop and implement system driven business process workflows that will improve existing data maintenance, asset handover, asset valuation, works and maintenance processes.
2.6 Develop reports and dashboards from the corporate asset system for KPI reporting, summary reporting, financial reporting, legislative reporting as required and directed.
2.7 Business process and workflow development of the current mobility solution for inspections and work orders across asset planning and field services.
2.8 Liaise with ICT, Finance and GIS staff to ensure systems and data integration.

3.0 Core Physical Requirements

3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

4.0 Accountability and Extent of Authority

4.1 Accountable for the corporate asset system configuration
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4.2 Accountable for the development of processes and procedures for the ongoing maintenance and development of the asset management system.

5.0 Judgement and Decision Making

5.1 Improvement and development of methods and techniques, usually based on previous experience is expected.
5.2 This position requires the use of initiative, and problem solving techniques, to find solutions to new or unusual problems
5.3 This position requires liaison with other areas of Council, and an understanding of the impact changes to the Asset Management System will have on other areas of Council.

6.0 Knowledge and Skills

6.1 Specialist Skills and Knowledge

6.1.1 Proficiency in asset management planning, systems implementation, data management, and financial asset accounting.
6.1.2 Proficiency is spatial data management, with particular focus on management of asset data.
6.1.3 Ability to use Council’s information technology software pertaining to the role, and to undertake regular information technology training
6.1.4 Knowledge and understanding of current legislation and requirements of local government in relation to asset management.

6.2 Management Skills

6.2.1 Ability to prioritise own time and meet timeframes despite competing demands on time and commitments
6.2.2 Ability to recognise and act appropriately in response to conflicting/competing interests.

6.3 Interpersonal Skills

6.3.1 Ability to work flexibly and cooperatively as part of a team.
6.3.2 Well developed interpersonal and communication skills, both verbal and written.
6.3.3 Ability to gain cooperation and assistance from various units of the organisation, to ensure achievement of objectives
6.3.4 Ability to relate well to a range of people, particularly with peers in other organisations about matters of technical complexity, to write concise reports, and to prepare appropriate external correspondence.

7.0 Qualifications and Experience

7.1 Tertiary qualifications in Information Technology, Business Management, Spatial Information or related field.
7.2 Experience working with and implementing enterprise level corporate asset management systems.
7.3 Experience in Asset Management Planning and or Financial Asset Accounting.

8.0 Key Selection Criteria

8.1 Demonstrated experience using corporate asset management systems, in particular the Technology One enterprise platform.
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1. **8.2** Demonstrated asset management experience, and a comprehensive knowledge of local government infrastructure asset management processes, procedures, and practices.

2. **8.3** Demonstrated experience using geographic information systems and spatial data editing.

3. **8.4** Demonstrated time management skills, setting priorities and planning and organising own work.

4. **8.5** Ability to work both as an individual with minimal supervision and also cooperatively as a team member.

### 9. Authorisation

Authorised by: Director - Infrastructure Services

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