

POSITION DESCRIPTION

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| POSITION | POSITION NUMBER |
| GIS and Asset Data Officer | 3211 |
| CLASSIFICATION | ANZSCO CODE |
| Band 6 | 312212 |
| DEPARTMENT | DIVISION |
| Asset Management | Infrastructure & Environment |
| AGREEMENT | LOCATION |
| Ballarat City Council Enterprise Agreement No. 9, 2023 | Phoenix Building |

Position Objectives

- To manage, update and improve asset management database for timely and accurate asset related reporting.
- To analyse data accuracy and increase data confidence and to report findings to appropriate managers.
- To regularly improve the accuracy of GIS by close liaison with GIS officer/team
- To support the Coordinator Asset Management in developing and providing all asset related reporting and documents.

Key Responsibility Areas

- Undertake desk-based data capture (digitising) to convert paper maps to GIS datasets i.e, record roads, kerbs, footpaths, water pipelines and other built assets from original maps.
- Create and maintain the structures necessary for GIS data storage
- Develop tools for loading/transferring GIS data between different systems
- Manipulate, analyse and present geographical information by creating programs to convert GIS information from one format to another
- Develop internet apps to present GIS data and tools on corporate websites
- Use tools to join together different GIS datasets and create new information or investigate patterns, e.g. estimating the number of people potentially affected by flooding, using population growth figures and planning information to estimate increasing/decreasing demand for school capacity or calculating the number of potential customers for a new supermarket and predicting buying patterns based on socio-economic factors

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| REPORTS TO: | DIRECT REPORTS: |
| Manager Assets | N/a |
| ORGANISATIONAL RELATIONSHIPS | |
| Internal: <ul style="list-style-type: none"> • Directors, • Managers & Key Responsible Officers • Council staff | External: <ul style="list-style-type: none"> • Owners and residents • Business and community groups • Utility companies and providers of public transport • Builders, developers and contractors • Service and product vendors • User groups and forums • ITC and Asset staff from other organisations |

Accountability and Extent of Authority

- Responsible for the continuous improvement of reports from the Integrated Asset Management System; (Ballarat uses CONFIRM as an asset information management system and QGIS as a GIS platform)
- Producing reports from the Integrated Asset Management Systems for both internal and external reporting requirements.

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- Responsible for undertaking asset data updates within the defined schedule, including identifying improvements and maintaining unit rates and useful lives;
 - Assist senior Strategic Asset Management Engineer/Officer in documenting the process for and performing annual review of valuation rates and asset lives for asset revaluations.
 - Providing advice on assets and asset conditions to the relevant Service Managers in line with relevant budgets and policy;
- Providing input into Service and Asset Management plans and policy development; and
- Attending and contributing to industry working groups.

Judgement and Decision Making

- Work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations; and
- Guidance and advice is usually available.

Specialist Skills and Knowledge

- Ability to use specialised software packages such as ArcGIS or ESRI, QGIS
- Ability to use and adapt to information technology software including SQL and reporting packages; knowledge of “CONFIRM” or similar Asset Information Management System
- Ability to analyse and investigate large quantities of complex data and draw out conclusions for reporting.
- Knowledge and understanding of financial principles such as depreciation and asset valuation in relation to asset renewal planning; and
- Ability to understand the long-term unit goals and that of the wider organisation.

Management Skills

- Ability to manage and prioritise workload for self and others to ensure targets are met within defined timeframes and in the most efficient way possible; and
- Understanding and ability to implement personnel practices including OHS and EEO.

Interpersonal Skills

- Ability to work within a team environment preferably in a local government context
- Ability to write and prepare responses to asset data related inquiries
- Ability to create networks and effective working relationships with relevant departments within the council
- Highly developed written and oral communication skills.

Qualifications and Experience

- A degree or post graduate degree or extensive experience in computer science or geographical information systems,
- Strong written and oral communication skills
- IT skills, including the use and manipulation of complex databases and spreadsheets
- Knowledge of specialised software packages such as ArcGIS, ESRI or QGIS
- Self-motivation and a proactive attitude to work
- Attention to detail
- Team working skills and the ability to work independently
- The ability to work well under pressure.
- Numerical skills with the ability to analyse data and statistics
- The ability to translate client requirements into working solutions
- Presentation skills
- Project management skills
- Substantial relevant experience in the field of public sector Asset Management.
- Relevant experience in data analysis and outcome reporting.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Understanding of Asset Management in a local government context.
- Demonstrated strong process development and organisational skills;
- Experience and competence in operating Asset Management Systems, GIS, MS reports Services and SQL script writing; and
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

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| Name: | Signature: | Date: |
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City of Ballarat Core Values

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| <p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. | <p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. | <p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. | <p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. | <p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other. |
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