

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Senior Asset Management Officer	1087
CLASSIFICATION	ANZSCO CODE
Band 6	312212
DEPARTMENT	DIVISION
Infrastructure	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement no. 9 2023	Phoenix Building

Position Objectives

- To identify, recommend and implement improvements to asset related reporting.
- To analyse asset performance and to report findings to appropriate managers.
- Improve City of Ballarat inspection processes by developing and maintaining asset inspection manuals.
- To respond to all customer services enquiries of all categories.

Key Responsibility Areas

Asset Data Management

- Ensure that data on assets, including valuations, maintenance records and current condition is gathered, assessed and updated regularly, and incorporated into organisational frameworks.
- Provide asset information and reports to asset users and works program planners.
- Production of reports concerning the benefits of sound asset management strategies, working with consultants for the optimisation of asset management systems.
- Develop and implement asset condition data collection programs.
- Prepare annual reports on the City's assets to Government departments.
- Development and review of Asset Management Plans, and managing, leading, and escalating Asset Management Plan improvements for Civil Engineering assets.
- Preparation and identification of base data for programs through analysis and application of the Asset Management System for civil infrastructure assets.
- Provide accurate data such as unit rates, projected assets life, and associated treatment options, to facilitate asset financial modelling by key stakeholders.
- Continuously review and improve our approach to Asset Management and develop associated business case submissions as required.

Road Management Plan

- Investigation, periodically review and update Council Road Management Plan.

Policy & Business Management:

- Input to budget preparation, and preparation of asset financial reports in collaboration with key stakeholders.
- Assisting the Unit in customer responses on all appropriate disciplines.
- Adherence to all Council's policies and procedures as relevant to this position.
- Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
- Undertaking AIMS (Asset Information Management System) audits and update asset data i.e unit rates, useful lives, other attributes data.
- Developing and improving asset capitalisation policy and process.
- Producing reports, summarising asset condition surveys and reviewing asset condition data.

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- Reviewing and asset useful life for valuation and condition of assets on an on-going basis.
- Working with Service Managers to determine assets requiring renewal under the capital works.
- Assisting in development and review of Service and Asset Management Plans.

REPORTS TO:	DIRECT REPORTS:
Coordinator Asset Management	N/a
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
Directors Managers and Key Responsible Officers City of Ballarat Staff	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 ICT 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).
- Producing reports from the Integrated Asset Management Systems for both internal and external reporting requirements.
- Responsible for undertaking asset revaluation within the defined schedule, including identifying improvements and maintaining revaluation manual including unit rates and useful lives;
- 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 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 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.

POSITION DESCRIPTION

Interpersonal Skills

- Ability to write and prepare complex reports in field of expertise.
- Ability and demonstrated willingness to liaise with and gain co-operation and assistance of the community, government departments and other business units;
- Ability to create networks with relevant organisations and Government Departments; and
- Highly developed written and oral communication skills.

Qualifications and Experience

- Substantial experience in infrastructure asset management, or extensive experience in Local Government infrastructure Asset Management
- Relevant experience in data analysis and outcome reporting.
- Experience with Asset Management Information system, GIS, MS reports services software

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Strong knowledge of Civil Infrastructure assets.
- Ability to combine technical and strategic knowledge.
- Ability to prepare clear and concise technical reports and correspondence.
- Sound literacy and numeracy skills
- Sound project management skills.
- Demonstrated supervisory skills
- Sound Knowledge of the Road Management Act 2004

City of Ballarat Core Values

POSITION DESCRIPTION

<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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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.

Name:	Signature:	Date:
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