



# POSITION DESCRIPTION

<b>Asset Officer</b>	
Incumbent:	VACANT
Department:	Engineering
Location:	Municipal Offices
Reports to:	Major Projects Lead
Supervises:	Nil
Employment Status:	Full-time
Award Classification:	Band 5
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

## Position Summary

The Asset Officer provides specialist technical support to support the effective management of Council's infrastructure assets, including roads, drainage, buildings, and related networks. The role maintains asset and spatial data systems and assists in the implementation of asset management plans, operational strategies, and associated documentation.

The position contributes to asset-related projects, data collection, and reporting activities, including undertaking field inspections to support asset condition assessments and data accuracy. Working within the Engineering team, the role applies established asset management practices and provides technical guidance to support continuous improvement in asset management across the organisation.

## Key Responsibilities

- Maintain and update asset registers and spatial data systems to ensure accuracy, completeness, and integrity.
- Administer asset management systems, including data validation, updates, and basic troubleshooting.
- Undertake audits and reconciliations of asset data in accordance with established procedures.
- Undertake field inspections and data collection activities to support asset condition assessments and asset register accuracy.
- Assist in the development and review of asset and infrastructure management plans and related documentation.
- Compile and analyse asset data to support lifecycle planning, renewal programs, and budgeting processes.
- Analyse asset condition and performance data to support renewal prioritisation and planning decisions.
- Provide technical assistance on routine and moderately complex engineering and asset-related matters, including minor infrastructure, signage, drainage, and related services.
- Assist in the undertaking of geospatial surveying activities to support engineering and assets projects.
- Conduct asset referral review of planning applications.
- Assist other Council departments in the administration of permits and authorisations relevant to Council assets.
- Contribute to risk identification and reporting in relation to asset and field activities, in line with established processes.
- Contribute to the continuous improvement of asset management systems, data quality, and processes.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.



# POSITION DESCRIPTION

## Accountability & Extent of Authority

- Accountable for the accuracy, integrity, and timely maintenance of asset data, systems, and associated records.
- Responsible for delivering assigned work outputs and technical support activities in accordance with agreed objectives, timelines, and standards.
- Provides technical input and contributes to asset management planning, projects, and reporting within established frameworks.
- Operates with general direction, with work subject to review against established policies, procedures, and standards.
- Exercises authority to resolve routine and moderately complex matters within the area of responsibility, referring more complex or sensitive issues to senior staff.

## Judgement & Decision Making

- Exercises judgement in applying established asset management practices, standards, and procedures.
- Analyses asset, spatial, and condition data to inform recommendations within defined parameters.
- Identifies issues, evaluates options, and determines appropriate actions for routine and moderately complex matters.
- Escalates complex, high-risk, or non-routine issues where guidance or higher-level approval is required.

## Specialist Knowledge & Skills

- Knowledge of asset management principles, lifecycle planning, and infrastructure data management.
- Proficiency in asset management systems and spatial (GIS) tools, including analysis and reporting.
- Ability to interpret asset condition and performance data to support planning and decision-making.
- Understanding of relevant standards, guidelines, and legislative requirements.
- Well-developed analytical and problem-solving skills.

## Management Skills

- Ability to plan, prioritise, and manage own work within competing deadlines.
- Contributes to the coordination of project activities through monitoring and reporting.
- Applies effective data, records, and information management practices.
- Supports continuous improvement initiatives within asset management systems and processes.

## Interpersonal Skills

- Communicates effectively with internal stakeholders, contractors, and service providers.
- Provides clear and practical technical advice and guidance.
- Builds cooperative working relationships to support data collection, coordination, and service delivery.
- Prepares clear and concise reports and documentation.

## Qualifications & Experience

- Tertiary qualification in Engineering, Asset Management, GIS, or a related discipline, or lesser formal qualifications with relevant experience.
- Demonstrated experience in asset management, infrastructure data, or a related field.
- Experience using asset management systems and/or GIS applications.
- Experience in data analysis, reporting, and supporting projects or contract activities.
- Experience in local government is desirable.



# POSITION DESCRIPTION

## Key Selection Criteria

---

1. Sound knowledge of infrastructure assets and asset management principles.
2. Experience working with asset management systems, spatial (GIS) systems, or other relevant technical systems.
3. Ability to analyse information and prepare clear, accurate reports and documentation.
4. Ability to apply technical knowledge to support asset or infrastructure-related activities.
5. Ability to manage time, prioritise tasks, and work effectively with stakeholders.
6. Understanding of workplace procedures, compliance requirements, and continuous improvement practices.

## Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the Human Resources Lead		
Approved by the Chief Executive Officer		