



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Asset Management Officer	Level	5/6
Business Unit	Asset Management	Position No.	00876, 01283
Directorate	Infrastructure Services	Date Established	July 2008
Reporting to	Coordinator Strategic Asset Management	Date Updated	August 2025

2. KEY OBJECTIVES

- Maintain the infrastructure asset and project inventories to deliver the City's strategic asset management requirements.
- Develop and maintain spatial datasets systems and provide spatial analysis, mapping products and services.
- Deliver training and support associated with the City's, TechnologyOne Works and Assets system, Geographic Information systems, associated mobility solutions and reporting functions.
- Prepare reports and undertake other functions related to asset management including project and contract management.

3. KEY ACCOUNTABILITIES

- Administrative support and system functions are done efficiently and effectively and in accordance with the City's processes and timelines.
- Ensure all work is undertaken to a high standard in accordance with the Integrated Planning and Reporting Framework, Strategic Asset Management Plan, ISO 9001, protocols, procedures and adopted practices.
- Undertake activities in accordance with the business unit plan, project plan, other relevant plans and budgets and within agreed timeframes.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Asset Management Systems

- Undertake field and desktop inventory and condition data collection of infrastructure assets.
- Update and maintain asset financial information within Strategic Asset Management systems to enable accurate valuation for the Infrastructure Asset Registers.
- Liaise with planning, design, survey and operational employees to ensure ongoing coordination of constructed/project completion data into infrastructure systems.
- Report on Capital Project completion statuses and Asset Inventory update processes.
- Prepare reports on the City's infrastructure asset inventory for internal and external stakeholders.
- Participate in the implementation, development and maintenance of directorate wide Strategic Asset Management systems for managing infrastructure assets over their entire lifecycle.
- Liaise with state and federal government departments and other organisations including, but not limited to, utility providers, transport services, government agencies, grant funding bodies and property developers for spatial data purposes.
- Undertake regular analysis to ensure integrity of spatial datasets.

Outcome: Spatial Systems

- Develop and maintain spatial datasets for infrastructure asset inventories, capital works projects and associated Infrastructure Services related datasets.
- Provide mapping and analytical services for all asset inventories, capital works projects and associated Infrastructure Services related datasets using Geographic Information Systems.
- Formulate and document standards and procedures for collection, upload and analysis of data into Infrastructure Management Systems for efficient inventory and data management.
- Maintain spatial datasets provided by external sources e.g. utility providers, Public Transport Authority and those supporting IS deliverables.
- Undertake regular analysis to ensure integrity of spatial datasets.

Outcome: Asset Reporting & Administration

- Provide training and support to employees involved in asset management duties for Strategic Asset Management systems and Geographic Information Systems.
- Develop training materials, work instructions and programs relevant to Strategic Asset Management.
- Proactively contribute to the development of ISO9001 documentation.
- Research and respond to queries and questions raised by external stakeholders.
- Monitor progress of works and provide assessment of completed works.
- Undertake project management tasks.
- Prepare relevant project reporting documentation.
- Deliver projects in accordance with agreed scope, timeframes and budgets.
- Arrange quotes for works to be undertaken by consultants and contractors.
- Assess quotes against requirements and make appropriate recommendations.
- Administer the requisitioning and receipting of services in accordance with quotes.
- Participate as a team member on organisation wide projects related to information systems.
- Participate as a member of internal and external user groups.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills/Knowledge/Experience/Qualifications:

Highly Developed Skills:

- Organisation and time management.
- Literacy and communication including written, verbal and numeracy.
- Computer literacy skills including Microsoft Office, databases/spreadsheets, and data management systems.
- Ability to work in a team environment.

Sound Knowledge:

- Database principles, structures, data dictionary and Access and Excel software formats.
- Information management systems.
- Infrastructure maintenance and/or work management.
- Working knowledge of Geographic information systems.
- Working knowledge of Strategic asset and financial management.
- Working knowledge of project management and contract management.
- Working knowledge of the role and function of local government authorities.

Demonstrated Experience:

- Maintaining asset, work and/or financial inventories and datasets.
- Asset Management Systems (i.e. TechnologyOne Works and Assets and Dynamics 365).
- Geographic Information Systems and datasets.
- Financial accounting of infrastructure assets.
- Information analysis, reporting and presentation.
- In an office administration role.

Qualifications/Clearances:

- Tertiary qualifications in (or progress towards) Asset Management, Engineering, Spatial Sciences, Surveying or Cartography, and/or industry qualifications in Asset Management (i.e. IPWEA), and/or equivalent relevant experience (Local Government experience highly regarded).
- Current WA "C" Class Driver's Licence.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy.
- Establishes outcomes and work priorities to achieve organisational goals.
- Responsible for moderately complex projects.
- Solutions to problems generally found in precedents, guidelines or instructions.
- Assistance usually available.
- Exercises judgment and initiative in decision-making where procedures are not clearly defined.

7. **WORKING RELATIONSHIPS**

Supervision

- Works under general direction.

Internal:

- All Directorates and Business Units.

External:

- State and Federal Government agencies and associated bodies.
- Utility services corporations.
- Professional consultants and contractors.
- Ratepayers, residents and the general public.
- Other organisations (undertaking infrastructure and/or strategic asset management).

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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