



POSITION DESCRIPTION FORM

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POSITION IDENTIFICATION

Title:	Senior Assets Officer	Level:	Level 7
Service Unit:	Assets	Award:	Local Government Industry Award 2020
Directorate:	Infrastructure	Date Effective:	26 June 2024
Reporting to:	Manager Assets	Date Last Reviewed:	26 June 2024

PURPOSE OF POSITION

- Responsible for the collection, collation, verification and input of asset data, including asset attributes and condition assessments, for the purposes of developing and maintaining asset inventories suitable for the forward planning of capital works and maintenance, and for asset valuation purposes.
- Develop and implement an annual inspection regime for all shire infrastructure assets.
- Contribute to the development of 10 year capital works programs and maintenance plans.
- Contribute to the development of asset management strategy, policies, plans, standards and specifications including roads, pathways, drainage, parks and reserves, buildings and other shire owned and/or managed built infrastructure.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Information Management and Data Analysis

- Responsible for the collection, collation, verification and input of asset data, including spatial location, physical attributes and condition assessments, for the purposes of developing and maintaining asset inventories suitable for the forward planning of capital works and maintenance, and for asset valuation purposes.
- Contribute to the development and maintenance of unit rates and prepare cost estimates for capital and maintenance works and activities for planning purposes as required.
- Prepare reports on asset condition, expected asset life projections, associated risks and other asset life cycle considerations, including reports to Council relating to asset management.
- Contribute to the development and monitoring of levels of service for the provision and development of the Shire's infrastructure assets, as well as asset intervention triggers.

Inspections and data collection

- Develop and implement an annual inspection regime for all shire infrastructure assets.
- Carry out inspections and assessment of defects reported to the Shire via the Shire's works request system.
- Record and report defects, including its type, location and classification, and refer to the relevant area of Operations for action.
- Record and report any non-compliance in regards to works and activities by others on Shire roads and open spaces and refer these matters to the relevant Officer.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Works Program Development

- Liaise with internal departments in regards to asset maintenance requirements and assist in the development of annual maintenance programs.
- Contribute to the development of 10 year capital works programs and maintenance plans.
- Incorporate risk management principles in the assessment and programming of works and maintenance activities.
- Assist with funding application schedules, programs and other relevant documentation relating to Main Roads WA and other grant allocation for road construction and maintenance, as required by the shire.

Asset Management Reporting

- Contribute to the development of asset management strategy, policies and plans, including roads, pathways, drainage, parks and reserves, buildings and other shire owned and/or managed built infrastructure.
- Work together with the Shire’s finance team in the preparation of asset valuations, financial targets and assessing asset performance.
- Communicate with other Government Departments, Statutory bodies and other relevant bodies on current issues, legislation, policies and developments that may involve matters likely to affect the Shire of Dardanup infrastructure.
- Support the Manager Assets in the preparation and presentation of written reports to Council Committees and to Council as required, and in the preparation of written correspondence to Council’s stakeholders in relation to infrastructure management, planning, condition and future requirements.

Training and other duties

- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, developers, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under the direction of the Manager Assets and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s OSH policies and the Work Health and Safety Act, as amended.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020, as amended.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Occupational Safety & Health legislation and Council’s OSH policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA**Essential:**

1. Strong ability to accurately analyse, prepare and present data using a range of software packages, including Geospatial Information Systems (GIS), Microsoft Office (or similar) programs and asset management software.
2. Experience in developing asset management strategies, policies and plans in line with standards and guidelines.
3. Knowledge of asset management principles and processes.
4. Experience in applying financial and/or accounting principles to assets and its lifecycle management.
5. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
6. Highly developed data entry and record keeping skills.

Desirable:

1. Hold or be working towards tertiary qualifications in asset management or have significant experience working in a civil engineering/asset management/infrastructure planning environment or significant progress towards achieving same.
2. Working knowledge of Asset Management and GIS related software and systems, e.g. RAMM
3. Working knowledge of legislation in relation to works on roads and building sites.