POSITION CONTEXT & OBJECTIVE(S):

Warrnambool City Council has an infrastructure asset portfolio in excess of $770M which provide a range of services to the community and Council. The Assets & Development Unit is within the Infrastructure Development & Projects Branch of the City Infrastructure Directorate.

This position will participate in Council’s Infrastructure department with a technical focus by recognising Council’s infrastructure assets, utilising asset management and spatial systems to make informed decisions for use by management, the organisation and external stakeholder enquiries.

The officer will also benefit Council through the delivery of an accurate and current register of assets necessary to progress Council’s overall asset management objectives, and to promote the principles and practices of asset management to the organisation.

KEY RESPONSIBILITIES AND DUTIES:

1. Analyse asset information and provide data to internal and external stakeholders, inform service managers, and to complete industry/government surveys.

2. Ensure compliance with Council Policy and statutory asset accounting requirements in conjunction with senior finance staff, including responsibility for:
   - Capitalisations and recognition of gifted assets;
   - Recognition of asset disposals and transfers;
   - Revaluation of assets;
   - Preparation of Asset Accounting reporting;
   - Administration and maintenance of the Asset Management Systems

3. Minimise corporate liabilities and exposure:
   - Report on compliance with the Municipal Road Management Plan and maintain Council’s register of public roads as they are vested in Council
   - Interpret asset ownership and responsibilities from agreements, leases, legislation or titles
   - Ensuring properties and infrastructure are appropriately insured

4. Undertake continuous improvement of Council’s AMS in line with changing processes and industry best practice.

5. Update relevant map layers to ensure they accurately reflect the asset management system and that they are available for use in the corporate GIS system.

6. Provide organisational-wide training and awareness of Council’s Asset Management Systems and provide a high level of technical support.

7. Engage and supervise contractors to deliver asset inventory projects.

8. Support asset performance assessments through the provision of technical advice and data processing to ensure outputs are relevant, accurate and integrated into the asset management system.

9. Develop inspection and works programs resulting from performance assessments and audits.
10. Assist with the development and review of Asset Management Plans, and other strategic documents. Support the implementation of Council's Asset Management Strategy.

11. Other Asset Management related duties as required by Warrnambool City Council.

**KEY SELECTION CRITERIA:**

Applicants should address the following in their applications

1. A relevant qualification or equivalent experience and knowledge in Asset or Business Planning
2. High level of computer literacy and personal computer application experience, including a knowledge of the workings of an Business or Asset Management Information System
3. A good working knowledge and understanding of asset management principles and practices, or description as to how your Business Planning / Management experience will translate to asset management principles
4. Well-developed verbal and written communication skills with the ability to prepare reports and submissions
5. Demonstrated aptitude to continuous improvement and a commitment to professional development

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

**ORGANISATIONAL RESPONSIBILITIES**

In addition to the duties as specified, the following standards/duties shall apply:

**Customer Services Standards**
- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

**Occupational Health & Safety/Risk Management**
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council’s Risk Management Policy & Procedures are observed and complied with.

**Personal Development & Conduct**
- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

**Information Technology & Records Management:**
• Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
• Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
• Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:
• Participate in the Employee Opinion Surveys as requested.
• Participate in Warrnambool City Council's Business Excellence Program and other corporate development programs.

FIT2WORK CHECK:
The incumbent must have and maintain a current Fit2Work and/or Working with Children Check.
☑/ YES ☐/ NO

OTHER DUTIES:
Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

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<tr>
<th>Reports to:</th>
<th>Coordinator Strategic Asset Management</th>
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<tbody>
<tr>
<td>Supervises:</td>
<td>N/A</td>
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<tr>
<td>Internal Contacts:</td>
<td>Asset management team, GIS officer, finance team, service managers, other Council staff</td>
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<tr>
<td>External Contacts:</td>
<td>Contractors, service authorities, data providers, community</td>
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ACCOUNTABILITY AND EXTENT OF AUTHORITY:
• Provide technical and specialist advice to contractors and for use in creation of Policies.
• Accountable for the accuracy of information provided.
• Freedom to act without supervision within general guidelines established by strategies, policies, objectives and budgets.
• Successful completion key responsibilities in accordance with directions provided

JUDGEMENT AND DECISION MAKING:
• The nature of the work requires intricate knowledge of the inter-connected Council processes and how decisions impact across Council Units.
• Methods and techniques may be improved or developing based on experience or precedent.
• Problem solving may involve the application of these techniques to new situations.

SPECIALIST KNOWLEDGE AND SKILLS:
• The position will be required to provide advice, make technical and complex judgements and assist with the development of objectives for the Unit.
• The ability to provide guidance and advice on the development of long-term goals, policies and strategies for the wider organisation.
• An excellent understanding of the following knowledge and skills are required:
  - Asset management principles, industry best practice and available guidance materials and standards
  - Asset Management software administration, implementation and management
  - Spatial information systems administration, implementation and management
• Ability to manage spatial data in a variety of formats and program, operate and train in the use of spatial data collection devices.
• Advanced skills in Microsoft Excel, Database Management, and Reporting applications.

**MANAGEMENT SKILLS:**

The following management skills are required:

• To be able to independently plan and organise time to efficiently and effectively achieve the Unit’s goals and objectives.
• To be able to advise on the development of appropriate project objectives and work to deliver them efficiently.
• Provide clear direction, guidance and advice to other senior staff to collaboratively achieve objectives.
• To work in a cooperative, information sharing, team environment across Council.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

• Ability to interact and be supportive of staff across Council, work cooperatively in a close team environment as well as engage with external clients and stakeholders.
• Liaise with counterparts in other councils and authorities to discuss specialist matters common to the industry
• Well-developed written and verbal communication skills to produce reports and generate correspondence as required by management

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

• Technical qualifications and/or progress toward technical qualifications in asset management, spatial science, or related fields and at least five years of relevant experience.
• Extensive experience with financial and asset accounting.
• Extensive experience with the use and system administration of corporate asset management systems such as Conquest (or similar) would be an advantage.
• Extensive experience with the coordination of the deployment of software enhancements to end user teams.

**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.
AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agree to abide by the terms and conditions stipulated therein.

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<th>Date:</th>
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TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.
Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
➢ to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or

➢ to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

**NB:** The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council's resources, including Council's IT Systems. Filtering systems are installed in the Council's IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council's premises or at any other place.

**Emergency Management**

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

**Sustainability**

- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.

- Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.

- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

**ANNUAL STAFF PERFORMANCE REVIEW PROCESS**

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.

- Acquisition and satisfactory utilisation of new or enhanced skills.

- Satisfactory service according to Council criteria.

- Review of salary grading based on adopted remuneration management system.

**HOURS OF DUTY:**

Hours of duty will be 8:15am to 5:00pm (inclusive of a 45 minute unpaid lunch break), working Monday to Friday with entitlement to one rostered day off per month.

**TENURE:**

The tenure of this position is temporary full time until 26 February 2021.

**MINIMUM EMPLOYMENT PERIOD:**

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.
**SALARY:**

This position is classified by council as Band 6 and carries a current base salary range of $79,526 to $86,441 (exclusive of 9.5% employer superannuation) per annum (pro-rata). The actual salary will be agreed with the successful applicant taking into account skill level and experience.

**LEAVE ENTITLEMENTS:**

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

*Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.*

**SUPERANNUATION:**

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the following employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**Privacy Act Information**

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

**RIGHT TO WORK IN AUSTRALIA**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

**INTERVIEW:**

Applicants should be prepared to attend a personal interview, if required.

**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

**FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:**

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children's Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

**DRIVERS LICENCE:**

Applicants may be required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.