

POSITION TITLE:	Senior Asset Management System Specialist	CLASSIFICATION:	BAND 7
REPORTS TO:	Coordinator Asset Management & Systems	CONTRACT:	Permanent
DEPARTMENT:	Asset Management		

OUR STRATEGIC CONTEXT



VISION

Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future-ready city.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

HOW YOUR ROLE CONTRIBUTES

The role contributes in delivering key service delivery and asset management functions for the Asset Management & Systems Team, in the Asset Management Department.

Since the Asset Management team needs to work collaboratively across the council, the person undertaking this role must have a team, department, divisional and a council wide focus in achieving outcomes.

RESPONSIBILITIES	KEY OUTCOMES
Service Delivery outcomes	- Manage Council's Integrated Asset Management System to provide consistent asset data sources - Management of asset management technologies and relevant business processes, excluding GIS. - Maintain Register of Public Roads and assist with Road Management Plan compliance tasks. - Provide accurate data for service provision definition and optimised maintenance strategies for all asset classes. - Provide technical advice into procedural processes such as road discontinuances and NHVR applications etc.
Asset Management related outcomes.	- Manage the management of asset management data cleansing, asset register updates and data input - Overview the team that maintains asset information in the asset management system and GIS data so that it is current, up to date and accurate in line with the Data Management Framework - Project manage the capture, validation and upload of asset condition and defect data. - Undertake data analytics to assess asset performance and financial reporting across all asset classes. - Assist in asset capitalisation and revaluation processes within defined scope of responsibility.
Continuous Improvement and KPI focus	- Research and advocate contemporary and emerging technologies related to asset management systems. - Develops Asset Condition & Data Management frameworks and ongoing administration. - Contribute to achieving relevant KPIs. - Leads the review of the Asset management system functional needs and introduction of a new Asset Management System. - Manages and deploy the corporate asset management system, and drive decisions around appropriate asset management systems for Council
Team focus	- From time to time the Coordinator would need assistance on projects seen as a priority. Assist with these projects/activities. - Support Co-ordinators develop strategies to capture and manage infrastructure asset information and registers. - Contribute to asset management plan development, asset renewal planning and reporting.

KEY WORKING RELATIONSHIPS

Direct
reports:

No direct reports

Internal:

All departments that are relevant to the carry out the above responsibilities.

External:

COS rate payers, other councils, utilities and government agencies.

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	- This positions manages resources and provide advice to regulate clients and participates in the development of Asset Management policy. - This position is responsible for resource management in Asset Management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. - This position provides specialist advice and has to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients. - This position involves work of an investigative, analytical or creative nature, with the freedom to act generally prescribed by more senior positions. The quality of the work of this position can have a significant effect on the policies which are developed. - This position has an input into policy development within the Asset Management area.
Judgement and decision-making	- This position is essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation. - The primary challenge in this role will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.
Specialist knowledge and skills	- This positions requires proficiency in the application of a theoretical and scientific discipline in the search for solutions to new problems and opportunities in Asset Management. - Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework. - An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates including knowledge of assest management. - This position requires an understanding of data management and updates and its importance in asset management - This position requires knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures
Management skills	- This position requires skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other Employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures. - The position requires an understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and Employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

Interpersonal skills	- This positions require the ability to gain co-operation and assistance from clients, members of the public and other Employees in the administration of broadly defined activities and to motivate and develop Employees. - This position must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other Employees within their own organisation to resolve intra-organisational problems.
Qualifications and experience	- The skills and knowledge needed for entry to this Band are beyond those normally acquired through tertiary education alone. - Skills required gained through completion of degrees or diploma courses with several years of subsequent relevant experience. They might also be acquired through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience, or they might be acquired through lesser formal qualifications with extensive relevant experience.

WHAT WE ARE ALL RESPONSIBLE FOR



Service Promises

- » We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Code of Conduct

- » We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Workplace Health, Safety and Wellbeing

- » We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion

- » We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Safeguarding Children and Young People

- » We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability

- » We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: