



## Position Description

### Position Details

<b>Title:</b>	Asset & GIS Officer
<b>Department/Team:</b>	Infrastructure & Development
<b>Location:</b>	16-18 Anne St George Town 7253
<b>Salary Range/Band:</b>	Level 5
<b>Employment Type:</b>	Permanent 1 FTE <b>(negotiable)</b>
<b>Supervisor:</b>	Coordinator Engineering & Projects
<b>Supervising:</b>	Nil

### Position Purpose

The objective of this position is to ensure effective management of the Council's infrastructure portfolio including creating, validating, cleansing and continuously managing asset data whilst undertaking regular asset inspections, maintenance and capital planning including other relevant activities associated with infrastructure assets. The Asset & GIS Officer will oversee the ongoing enhancement and management of Council's GIS system and will integrate GIS data with other Council systems and databases to ensure interoperability.

### Position Responsibilities

- To lead the Asset Management Improvement Program to achieve the core asset management maturity, as benchmarked by the National Asset Management Assessment Framework (NAMAF).
- To facilitate the effective management of the Council's infrastructure asset portfolio, including the development and ongoing management of infrastructure asset data.
- To undertake or oversee scheduled asset inspections and condition surveys across all asset classes
- To prepare annual capital renewal works programs, maintenance planning, and other relevant activities associated with infrastructure assets.
- To take a lead role in the development and deployment of Asset Management System including interface between customer request, inspections, works orders and asset performance reporting.
- To contribute to the management and planning of infrastructure assets per the Strategic Asset Management Plan and other contemporary Asset Management practices.
- To organise and oversee the revaluation and indexation of Councils Assets held at fair value.
- Maintain Asset Registers and GIS Systems.
- Maintain data collection processes for the recording of infrastructure assets.
- Conduct data analysis and provide data performance reporting.
- Oversee and periodically check data quality.

### Selection Criteria

#### Essential:

1. Relevant experience or qualifications in Civil Works, Asset Management and/or Spatial Information Services.
2. High level of skill using excel, databases, interpreting and manipulating data.

3. Excellent communication skills, both written and oral.
4. Ability to plan, organise, set priorities and manage time for optimal use of resources.
5. Demonstrated ability to work harmoniously and effectively in a team, facilitating information transfer, collaborating with other team members, etc.

**Desirable:**

- Experience in and knowledge of Local Government processes including an understanding of technical requirements, legislation, Acts, codes of practice and guidelines.
- Experience with Infrastructure Asset Management Systems and ArcGIS Mapping Software.
- Experience with Corporate Accounting/Costing and Asset Management Software.
- Commitment to undertake any further training on Asset Management and/or GIS Mapping System, as necessary.

**Qualifications & Skills**

- Current Tasmanian Driver's License (or ability to transfer to).
- Willingness to undertake a National Police Check.

**Relationships**

**Internal:**

Executive Team & Councillors	Provide relevant expert advice as requested.
Coordinator Engineering & Projects	Reports to daily. Briefs and keep informed on work plan and other initiatives.
Finance & Account Team	Collaborate on the financial aspects of Asset Management, including Budgeting and Financial Planning, Asset Valuation and Depreciation, and Financial Reporting and Compliance.
Planning & Development Team	Provide Asset Data/Information, as required.
Operation Team	Provide Asset Data/Information, as required.

**External:**

The Asset Officer is also required to interact with ratepayers, residents, representatives of business, regulators, government departments and other key stakeholders when executing their regulatory and enforcement duties.

**Instructions for applying:**

Applicants must include a statement against the Selection Criteria not exceeding 1000 words, Cover Letter and Resume to [jobs@georgetown.tas.gov.au](mailto:jobs@georgetown.tas.gov.au). Applications should be submitted no later than 5:00pm Monday 5 August 2024. Enquiries should be made to Executive Officer – People & Culture, on 03 6382 8800, or on the above email.

**Acknowledgement**

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required.