



## **POSITION DESCRIPTION**

### **TEMPORARY ASSET MANAGEMENT OFFICER (12 Month Contract)**

<b>Department:</b>	<b>Corporate &amp; Community Services</b>
<b>Reports to:</b>	<b>Director Corporate &amp; Community Services</b>
<b>Supervises:</b>	<b>1-2 Indirectly</b>
<b>Location:</b>	<b>Coolah/Coonabarabran</b>
<b>Grade:</b>	<b>13</b>
<b>Salary Range:</b>	<b>\$1,307.10 - \$1,491.65 per 35 hour week</b>

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#### **PURPOSE OF POSITION**

To oversee the completion of individual asset management plans for each asset class under Council's control, as well as implementing asset management processes and procedures to ensure that Warrumbungle Shire Council is effectively managing its extensive asset network. This position is also responsible for updating and completing the deliverables in Council's Asset Management Improvement Plan.

#### **ESSENTIAL SELECTION CRITERIA**

- Diploma in Asset Management or similar field with a minimum of 4 years experience
- Experience with asset management
- Solid skills in Excel spreadsheets and data base management
- Excellent communication skills, particularly in a technical environment
- Able to work without constant direction
- Commitment to producing high quality work
- Class "C" driver's licence
- WorkCover WHS Construction induction certificate ("white card")

#### **DESIRABLE SELECTION CRITERIA**

- Degree in an Asset Management, Engineering or Financial Management related field
- Knowledge of asset accounting
- Experience with the use of Civica or an equivalent FMIS
- Demonstrated sound understanding of GIS concepts and principals in a Local Government environment

## **DUTIES**

- 1 Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
- 2 Support Council's Mission to provide:
  - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
  - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
  - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
- 3 Behave in a manner consistent with, and promote to staff, Council's Values:  
**Honesty** - Frank and open discussion, taking responsibility for our actions  
**Integrity** - Behaving in accordance with our values  
**Fairness** - Consideration of the facts and a commitment to two way communication  
**Compassion** - Working for the benefit and care of our community and the natural environment  
**Respect** - To ourselves, colleagues, the organisation and the community listening actively and responding truthfully  
**Transparency** - Open and honest interactions with each other and our community  
**Passion** - Achievement of activities with energy, enthusiasm and pride  
**Trust** - Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill  
**Opportunity** - To be an enviable workplace creating pathways for staff development
- 4 Duties for the position
  - Development and implementation of asset management plans for each of Council's asset classes
  - Capturing of up to date asset inventory data
  - Condition rating of Council's assets
  - Ensuring asset data is current and accurate
  - Development of processes and procedures in relation to Asset Management
  - Development of Draft Asset Service Levels
  - Development of Critical Asset registers and assistance with Risk Management
  - Completion of all deliverables in the Asset Management Improvement Plan
  - Other duties as required
- 5 **Workplace Health & Safety**  
**All employees** of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.  
Responsibilities include:
  - Being aware of Council's WHS Management system, policies and procedures
  - Performing all work and associated functions in a safe manner
  - Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers
  - Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation
  - Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
  - Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally
  - Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
  - Attending any toolbox, team talks or specific training supplied by Council
  - Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
  - Working in a manner that will not endanger themselves, other employees or the public
  - Report any concerns for WHS to your Supervisor.

**6 Ethical Behaviour**

Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and each other in order to retain trust, confidence and support. Council's Code of Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc.)

**7 Maintain Knowledge**

Maintain current knowledge of industry issues by:

- Actively communicating/networking with industry peers, associations and;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the branch; and
- Sharing information with members of the department.

**8 Communication**

Ensure that honest and effective communication is established/maintained with team members.

**9 Equal Employment Opportunity**

Actively participate in demonstrating commitment to the following principles:

**Staff have the right:**

- To the opportunity for promotion on merit
- Of access to all appropriate benefits and conditions
- To be free of harassment at work
- To have their complaints treated in confidence, without prejudice to their employment and be advised of outcome.

**Staff have the responsibility**

- To work to full capacity
- To recognise the skills and talents of other staff
- To respect the social and cultural diversity among fellow staff and customers

**10 Risk Management**

Adopt a pro-active risk management approach to all Council's activities under the incumbent's responsibility and ensure that risks are identified, quantified and controlled, and that all Council employees, contractors and the community are protected against reasonable loss.

**CONDITIONS OF WORK**

Council's indoor staff work:

Mondays to Fridays 8.15 am to 4.30 pm

A ten minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day/4 weeks with one rostered day off per four weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for Paid Parental Leave

Salary progression is based on a competency assessment document. Assessments are conducted after 6 months employment and thereafter annually on 1 August or on request.

Other terms of employment are in accordance with the Local Government (State Award).

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee in Local Government Superannuation Scheme.

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Council's workplaces and vehicles are smoke-free zones