



Asset Data Officer

POSITION DESCRIPTION

Position Number:	3800	Position Status:	Temporary Full Time
Portfolio:	Corporate Services	Classification:	QLGIA (Stream A) Level 3 - Administrative Stream (Division 2, Section 1)
Business Unit:	Strategy, Governance and Planning	Reports To:	Coordinator Strategic Asset Management
Team:	Strategic Asset Management	Revised:	25/05/2026

Human Resource Delegation:	Band NIL	Financial Delegation:	Band NIL
-----------------------------------	----------	------------------------------	----------

General Position Statement:

The Asset Data Officer plays a key role in ensuring the accuracy, reliability and currency of Council's asset data, supporting operational activities, planning and informed decision-making across the organisation.

The role works closely with internal teams and developers to ensure asset records are complete, well-structured and aligned with business standards. This includes reviewing and digitising as-constructed information, maintaining asset registers and spatial data, and supporting the preparation of asset-related reports. By ensuring alignment between GIS, asset management systems and supporting documentation, the position contributes to effective operational decision-making, statutory reporting and asset planning.

This role is primarily technical and data-focused and does not undertake asset planning or valuation responsibilities.

Specific Responsibilities:

This position has the following responsibilities:

1. Maintain and update asset records within Council's asset management system ensuring alignment with spatial data, project information and advice from asset custodians.
2. Review and interpret as-constructed plans, drawings and project documentation to accurately capture and digitise asset location and attribute information within Council's GIS system.



3. Undertake routine asset data quality checks and corrections to ensure accuracy, completeness and consistency across GIS, asset registers and supporting records.
4. Assist with asset lifecycle data activities, including asset capitalisation, creation, modification and disposal, ensuring information is accurately recorded in accordance with established procedures.
5. Support the preparation and ongoing update of asset registers and reporting documents (including the Road Register and asset inventories), and liaise with internal stakeholders to obtain, verify and clarify asset information and respond to routine enquiries.
6. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
7. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
8. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
9. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
10. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

- 1 Ability to interpret as-constructed plans and drawings, contractor-provided project data and associated financial information to support accurate entry and alignment of asset data within Council's asset management and GIS systems.
- 2 Intermediate skills in asset management and GIS platforms
- 3 Demonstrated strong attention to detail, with a good working knowledge of civil infrastructure and Council-owned and maintained assets.
- 4 Strong interpersonal and communication skills to engage effectively with internal teams, contractors and stakeholders, including supporting users, delivering quality customer service, and contributing to a positive and collaborative team culture within a small team.
- 5 Ability to interpret basic plans, drawings or maps
- 6 Demonstrated attention to detail and ability to follow and develop defined procedures and work instructions

Mandatory Qualifications, Licences and Experiences

1. Demonstrated experience in asset data entry, GIS support, asset information or technical support role involving the processing and maintenance of asset or GIS records;
2. Experience using computer systems and databases to enter, update and maintain accurate information in accordance with established procedures.
3. Possess and maintain a current motor vehicle drivers licence.



Desirable Qualifications, Licences, and Experiences

1. Experience working in a local government.
2. Sound understanding of asset management and geospatial systems (e.g. Conquest, TechnologyOne (EAM), ESRI).
3. Experience reviewing and processing as-constructed documentation.
4. Knowledge of spatial data principles and/or asset registers.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation, if required.
4. Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check), if required.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Asset Data Officer

SELECTION CRITERIA

Position Number:	3800	Position Status:	Temporary Full Time
Portfolio:	Corporate Services	Classification:	QLGIA (Stream A) Level 3
Business Unit:	Strategy, Governance and Planning	Reports To:	Coordinator Strategic Asset Management
Team:	Strategic Asset Management	Revised:	June 2026

Please address each of the selection criteria below in your application:

1. Proven ability to accurately interpret and digitise developer contributed asset information from as-constructed plans, drawings and project documentation into GIS systems.
2. Strong attention to detail and demonstrated experience in performing data quality checks to ensure asset data is consistent across Asset Management and GIS systems.
3. Well-developed interpersonal and communication skills, with the ability to liaise effectively with internal stakeholders, contractors and developers to obtain, clarify and verify asset information and resolve data issues.
4. Experience working within a small, high-volume asset management team.
5. Possess and maintain a current motor vehicle drivers licence.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.