Asset Management Officer
POSITION DESCRIPTION

Position Number:	2231	**Position Status:**	Permanent Full Time
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 4
Business Unit:	Strategy, Governance and Planning	**Reports To:**	Coordinator Strategic Asset Management
Team:	Strategic Asset Management	**Revised:**	November 2025

Human Resource Delegation:	Band Nil	**Financial Delegation:**	Band Nil

General Position Statement:

This position supports Council's direction by providing strategic asset management services that ensure the integrity, accuracy, and usability of Council's asset data. Through the collection, validation, and interpretation of asset and GIS information, this role enables informed decision-making and long-term planning across the organisation. The Asset Management Officer contributes to the development of data models, procedures, and strategies that underpin asset condition assessments, valuations, and forward works programming—supporting Council's commitment to sustainable infrastructure and service delivery.

Specific Responsibilities:

This position has the following responsibilities:

1. Maintain the integrity of Council's asset and GIS data by ensuring accurate, validated, and complete records that support strategic asset management decision-making and operational efficiency.
2. Lead the capitalisation and registration of new assets by interpreting technical documentation and ensuring alignment with Council's financial and asset management frameworks.
3. Ensure compliance in asset-related submissions by reviewing as-constructed documentation and collaborating with internal teams and external contractors to uphold Council's standards.
4. Support strategic asset planning and valuation activities through the preparation and maintenance of condition data, revaluation schedules, and forward works programming inputs.

5. Enhance asset data systems and tools by contributing to the development of GIS applications, mobile tools, and data extraction processes that improve accessibility and usability.
6. Document and improve asset management processes by creating and maintaining procedures, standards, and technical documentation that support consistency and continuous improvement.
7. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
8. 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.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Ability to interpret engineering and project documentation to ensure precise asset capitalisation, GIS updates, and alignment with Council's asset and financial systems.
2. Advanced skills in asset management and GIS platforms, including ECM, Conquest, Pathways, AutoCAD, and the ESRI suite, to manage, query, and manipulate data, with an understanding of system integration and opportunities for automation.
3. Demonstrated capability in developing and maintaining clear documentation for asset management procedures and standards, while supporting data extraction, survey preparation, and load sheet processing.
4. Strong interpersonal and communication skills to engage effectively with internal teams, contractors, and stakeholders, including supporting users and delivering quality customer service.
5. Ability to identify and implement innovative technologies and digital tools that enhance asset data integrity, usability, and accessibility, while adapting to emerging platforms and maintaining awareness of data security principles.

Mandatory Qualifications, Licences and Experience

1. Tertiary qualifications in Asset Management, Geographical Information Systems, Civil Engineering, or a closely related discipline, and/or relevant experience in a related field.

2. Advanced proficiency in GIS and asset management systems, with the ability to manage spatial data, perform technical analysis, and contribute to the development of digital mapping tools and applications.
3. Strong understanding of asset lifecycle and valuation principles, including the ability to apply technical standards in capitalisation, condition assessment, and revaluation processes.
4. Capability to operate within integrated digital environments, demonstrating awareness of system interoperability, data governance, and secure handling of technical information across platforms.
5. Possess and maintain a current motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government or infrastructure-focused environment, with exposure to asset planning, GIS applications, and regulatory frameworks.
2. Knowledge of emerging technologies relevant to asset management, such as mobile data collection tools, digital twin platforms, or AI-assisted condition assessment.
3. Construction Industry Induction (White Card), supporting safe access to worksites for inspections and data collection.
4. Familiarity with project documentation workflows, including the review and processing of as-constructed drawings, capitalisation reports, and GIS feature creation.

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.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
5. Ability to be immunised against Hepatitis A&B and Tetanus.
6. Ability to undertake survey and field data collection tasks.
7. During the course of normal duties incumbent may be required to perform:

- Constant dynamic standing/walking;
- Walking uneven ground.

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 Management Officer
SELECTION CRITERIA

Position Number:	2231	**Position Status:**	Permanent Full Time
Portfolio:	Corporate Services	**Classification:**	QLGIA (Stream A) Level 4
Business Unit:	Strategy, Governance and Planning	**Reports To:**	Coordinator Strategic Asset Management
Team:	Strategic Asset Management	**Revised:**	March 2026

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

1. Demonstrated experience maintaining the integrity, accuracy and completeness of asset and GIS data within a local government environment, including specific proficiency in water and sewer assets.
2. Proficiency in asset management and GIS software systems (e.g., Conquest, ESRI,) with the ability to create, modify, analyse and extract spatial and asset data to support the development and maintenance of comprehensive asset management systems.
3. Ability to interpret engineering drawings and project documentation for the purposes of GIS digitisation, asset register maintenance and asset capitalisation.
4. Experience working in a small, high-workload asset management team that collaborates across the wider Council business.

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.