

OCTOBER 2024

Position Description

Position Title:	Asset Information Officer
Position Number:	1184
Reporting to:	Port Asset Engineer
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement

PURPOSE

As an Asset Information Officer, you will create and manage data and information that directly supports the asset management and engineering functions within MWPA.

Reporting to Port Asset Engineer within the Assets & Engineering Team, this role is responsible for the development, implementation and management of asset information data into the appropriate corporate systems to meet the needs of the Port's Strategic Asset Management Framework. This role supports the organisation through developing, integrating and maintaining accurate, up to date spatial information and asset data using systems such as 3D Autodesk products, Brightly Assetic (cloud-based Asset Management Information system) and ESRI GIS (Geospatial Information System).

This role also includes undertaking or overseeing drafting services via an AutoCAD (Autodesk Computer Aided Design) system including lease plans, concept plans, as-constructed drawings and mechanical, civil, structural and electrical engineering drawings with the support of external service providers when required.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
ASSET INFORMATION	<ul style="list-style-type: none"> Gather post-construction and post-maintenance asset as-built information, verify accuracy and update the Asset Management Information System (AMIS). Provide asset spatial information services to internal and external clients through management of service desk requests. Manage the extraction of asset information from the master data record for design, project, planning and mapping purposes. Support the integration of asset spatial data with the strategic asset register. Publish asset information via enterprise and online portals. Manage and maintain PDF Drawings Library in the Port's document management system.

DATA MANAGEMENT & QUALITY CONTROL	<ul style="list-style-type: none"> ▪ Liaise with internal stakeholders to gather and provide asset information and spatial deliverables. ▪ Establish and maintain internal standards, guidelines and workflows to ensure processes and quality standards are communicated and followed. ▪ Follow and manage compliance with MWPA's Records Management Policies and Procedures. ▪ Regularly review models and drawings to ensure asset information accuracy, completeness and compliance with AMIS requirements. ▪ Conduct periodic audits to ensure compliance with applicable standards and best practice and identify areas for improvement.
DATA INTEGRATION	<ul style="list-style-type: none"> ▪ Ensure all relevant asset data are properly integrated into the AMIS. ▪ Manage and publish the Port's services and topographic survey database. ▪ Update and maintain drawings and models throughout the lifecycle of Port assets.
EXTERNAL SERVICE PROVIDER MANAGEMENT	<ul style="list-style-type: none"> ▪ Develop work scopes for engagement of external resources. ▪ Manage external service providers including drafters, surveyors, spatial analysts, modellers, data engineers etc. ▪ Support the procurement process through responding to TQ and RFIs and evaluation of proposals and quotes. ▪ Manage budgets, undertake forecasts and register completion of external provider works in the Port's financial system.
COMPLIANCE	<ul style="list-style-type: none"> ▪ Abide by MWPA Policies, Procedures and Relevant Legislation.
PERFORMING OTHER DUTIES AS REQUIRED	<ul style="list-style-type: none"> ▪ Perform other duties as required or assigned which are reasonably within the scope and intent of the duties within this role classification.

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

- 3 to 5 years' experience in a similar role working within a complex, asset / facility management environment.
- Tertiary qualification in spatial science (preferred).
- Relevant qualifications in Geospatial Science, Data Science, Surveying, Asset Management or similar relevant field, or a combination of experience, expertise, and competency relevant to the position (considered).
- Relevant CAD / Drafting prior experience or TAFE qualifications (highly regarded).

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

- Demonstrate substantial experience working with GIS software (e.g., Esri Enterprise, Esri ArcGIS) and Geodatabases.
- Demonstrate substantial experience in managing and maintaining asset and/or geometry data schemas and specifications.
- Knowledge or experience in Feature Manipulation Engine (FME) software or alternative equivalents.
- Knowledge, advanced skills and proven ability in the use of various systems including Autodesk (or equivalent), Building Information Models (BIM), Asset Information Systems.
- Have experience in establishing and managing quality of data quality standards, data modelling, geodatabases, cartography and spatial analysis.
- Have experience/exposure to working with a variety of engineering disciplines (civil, structural, mechanical and electrical).
- Ability to manage, direct and supervise external contractors & service providers.
- Intermediate skills in Microsoft Office with good working knowledge of spreadsheets and data entry.
- Ability to carry out site measurements.
- Ability to prioritise and complete numerous tasks.
- Strong customer service capability.
- Confident communicator.
- Excellent interpersonal skills, including the ability to build positive working relationships.

PERSONAL ATTRIBUTES

MWPA VALUES

Behave in a way that upholds the MWPA values of:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE