DEVONPORT CITY COUNCIL
POSITION DESCRIPTION

Position Title:	**Assistant Assets Officer**		
Department:	Infrastructure	**Classification:**	Level 2-4
Section:	Assets & Technical Services	**Incumbent:**	Vacant
Location:	paranaple centre	**Status:**	Full-time

A. PURPOSE OF THE POSITION

The Assistant Assets Officer provides administrative, technical and analytical support to the Infrastructure Department. The position offers practical experience in asset management, GIS, infrastructure planning and project delivery while developing professional skills in a local government environment. Working under the guidance of experienced staff, the incumbent will assist with maintaining Council's asset information systems, collecting and analysing asset data, supporting infrastructure projects and providing customer service to internal and external stakeholders.

At times the role will also involve tasks within other sections of Council, and it is expected that the incumbent will undertake duties, as required.

B. PRINCIPAL ACCOUNTABILITIES

Accountability	Measures
Maintain the asset register and GIS system	• Continually monitor and improve the structure and standard of asset data and respond to enquiries • Undertake asset capitalisation and scheduled asset data processing maintenance tasks • Assist with maintaining asset maintenance procedures, manuals and guidelines • Maintain and contribute to improvements in the Geographical Information System (GIS) by updating layers with accurate data sources and respond to enquiries • Operate Council's GPS equipment to locate and verify assets as required • Assist with GIS operation/procedure manuals and guidelines for GIS related processes • Apply Council's asset management processes and contribute to their continuous improvements including the development of relevant policies and procedural documentation • Assist with asset lifecycle costing, demand forecasting and condition assessment activities s • Maintain appropriate records of asset data, changes and supporting information

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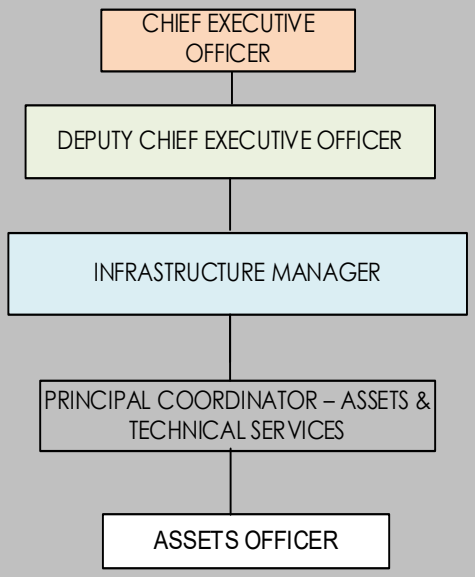
Accountability	Measures
Assist with asset reporting, performance and cost reviews	• Contribute to project financial analysis between estimate and actual expenditure • Assist with project reporting, including expenditure, asset renewal and construction cost information • Participate in project debriefs and post-project reviews • Provide reports on expenditure and asset renewal construction cost evaluation • Assist with performance and cost-control reviews and provide recommendations for improvements to work practices
Assist with the data collection and analysis of asset information	• Undertake field inspections of assets (including expired assets) as required • Accurately collect, record and verify asset condition and other relevant field data • Develop and implement dashboards that provide accurate, timely and accessible performance information • Assist with the development and updating of forward works program and maintenance schedules • Manage data and prepare reports following asset inspections • Update asset information in Council's Asset Register and GIS system • Identify discrepancies in asset information and escalate issues requiring further investigation • Develop and maintain appropriate systems to assist with delivery of Council's Service Levels
Investigate customer requests and stakeholder enquiries	• Respond to customer requests and other stakeholder enquiries in a timely manner, professional and customer focused manner • engage with relevant stakeholders with a focus on good customer service • Ensure customer request procedures are followed and consistent with Council policy and Customer Service Charter
Comply with Health and Safety requirements & Council policies	• Comply with all Health and Safety legislation • Ensure Health and Safety information is provided to the broader community as required • While at work, a worker must; ➢ take reasonable care for his or her own health and safety; and ➢ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and ➢ comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act: and

Accountability	Measures
	➢ cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. • Avoid, eliminate or minimize hazards within your control, and immediately report • Attend and actively participate in training programs provided in the interests of Health and Safety • Ensure accidents and near misses are reported as soon as reasonably practicable • Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework including Fraud Controls Measures

C. Reporting Relationships

Reporting relationships
The position reports to the Principal Coordinator - Assets & Technical Services.

The following chart illustrates the relationship of the position within Infrastructure Department.



Challenges
The incumbent will be expected to adopt a flexible approach to work requirements and undertake new or alternative duties as required. A professional image of the Council must be projected in all dealings and at all times.

The position involves significant liaison across all areas and levels of the organisation. The incumbent will need to utilise excellent interpersonal skills and diplomacy to ensure positive and productive relationships are established and maintained.

Confidentiality and confidence in and of Council officers must be maintained.

Effective delivery of support will require the ability to anticipate required actions and resolve matters without being specifically requested to, using appropriate judgement and initiative.

Consistent application of tact, excellent communication, time management and organisational skills and abilities will be required.

D. CONDUCT

Council has three Values which are designed to drive all decisions and behaviors. In addition, each team across the organisation has its own unique Team Commitments which focus on team specific expectations. All employees are required to embrace the Values, Team Commitments and comply with Councils Staff Code of Conduct.

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E. KEY COMMUNICATIONS

Internal
This role involves important interaction with all staff within the Infrastructure Department and across Council. The position will require that information is sought from all sections of Council on a regular basis as it relates to the delivery of quality infrastructure service functions for the city. Effective and timely communication will be an important aspect of the position.

External
The Assistant Asset Officer plays an important role in promoting Council's asset and GIS functions and providing advice and services to external individuals, contractors and organisations. The position will involve minimum level of direct interaction with the community and external customers. The Assets Officer must uphold and demonstrate high professional and ethical standards at all times. Interaction from time to time with government agencies and other service providers will also form part of the role.

F. REQUIRED PERSONAL ATTRIBUTES

The incumbent is expected to possess and consistently display the following personal attributes.

Ethics, values & integrity – Maintain high standards of ethics and integrity, inspire trust and confidence, treat all contacts equitably and fairly, and observe all Council policies and procedures, particularly the Code of Conduct.

Commitment and enthusiasm – Ensure enthusiasm and commitment to sustained effort through diligence and pursuit of high standards and their promotion to others. Be aware of best practice in relevant work areas and identify and undertake appropriate continued personal and professional development.

Initiative and innovation – Proactively utilise initiative, innovation and a commitment to continuous improvement to ensure the relevance and optimum effectiveness and efficiency of Council operations and service delivery. Anticipate potential problems and take appropriate actions to eliminate or manage their impact.

Working with others – Respect others and throughout the conduct of Council business actively support and provide coaching and assistance to fellow staff. Recognise and value the diversity of those in the workplace, and the impact of your actions and the examples you set for others. Ensure appropriate proactive communication is undertaken and respect the importance of keeping all relevant parties informed.

Professional & confident demeanour – Consistently project a professional, confident, controlled and customer service focused attitude and demeanour. Promote confidence in others and their abilities to the betterment of Council.

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G. SELECTION CRITERIA

The following criteria are provided to assist in the identification of a potential incumbent's skills, knowledge and experience required for competent performance in the position.

Essential Criteria

- Completion of Year 12 with strong results in mathematics, science, technology or related subjects
- Willingness to obtain qualification in asset management, engineering, spatial science.
- Demonstrated understanding of standard office software
- Current driver's licence or ability to obtain one within an agreed timeframe
- National Police check

Desirable Criteria

- Diploma in Engineering, Business, Accounting, IT, or relating field
- Knowledge or experience using Technology One business system, ESRI ArcGIS system, or other similar Asset Management or Spatial Software platforms
- Strong analytical and technology skills with the ability to learn new systems and processes
- Good time management and prioritisation skills
- Good written and verbal communication skills
- Estimating experience in related fields
- Legislation – knowledge of provisions of Acts, Regulations, Procedures and Standards relevant to the position
- Working knowledge of Local Government
- Current White Card (Work Safely in the Construction Industry) required to enter a civil construction site

OFFICE USE ONLY

Review Date	September 2026
Reviewed By	Infrastructure Manager
Authorisation	Deputy CEO