

Role Description



Position Title **Asset Management Advisor**

Position Number **IFM166**

Purpose of Role

To implement and review strategic asset management practices including lifecycle analysis and improvement activities to ensure Council assets are managed in an integrated and effective manner which optimise asset utilisation, asset life and whole of life costs.

Specific Responsibilities

Develop, implement and maintain effective asset management practices and improvements including data collection, asset condition analysis, asset lifecycle analysis, engineering design standards, levels of service, effective intervention treatments and the asset handover process.

Prepare and update of Council's asset management plans and the identification and completion of the associated action items in order to achieve asset management best practice.

Responsible for the capture of accurate and timely condition and defect data across all Council asset classes in accordance with appropriate technical specifications.

Provide specialist asset management advice throughout the organisation including system, business process improvements and procedures and technological improvements.

Act as an ambassador for sound asset management practices and the development of a Council wide culture of continuous improvement that integrates appropriate asset management processes into all Council operations.

Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Ability to apply best practice asset management methodologies to work activities.

Demonstrated investigative, analytical and research skills, including proficiency in the use of a range of software applications used to record, manipulate and present asset and project programming data.

Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

Tertiary qualification in engineering, business or other relevant field.

Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

