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| **Position Title** | Asset Management Analyst |
| **Classification** | Level 8 |
| **School/Division** | Maintenance and Operations |
| **Centre/Section** | Campus Management |
| **Supervisor Title** | Asset Manager |
| **Supervisor Position Number** | 321434 |
| **Position Number** | 322314 |

**Your work area**

Campus Management is responsible for planning, designing, developing, and managing the University’s campus and property portfolio to support teaching, research, and campus life. Campus Management delivers a range of university-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security and transport. Within the Campus Management maintenance department, the asset management team is responsible for the development and monitoring of the asset management system and provides expert advice on the whole of life management of assets to all Campus Management stakeholders.

**Reporting structure**

Reports to: Asset Manager

**Your role**

As the appointee you will, under broad direction be responsible for leading the development of UWA’s asset management analytics capabilities. The role will focus on the development of strategic and operational metrics that matter to the organisation and develop the necessary dashboards and reports that aids asset management decision making.

As part of the UWA Campus Management - Asset Management team, this role is pivotal in ensuring strategic data driven decision making tools are in place for staff across multiple University departments which shall aid in ensuring UWA facilities are available and fit for purpose to support core business activities.

The role is also responsible for the leading the setup and management of different the asset lifecycle modelling IT applications along with their upkeep and management. This role will work with the Asset Management Advisors to determine UWA asset management data and information requirements to support UWA’s business strategies and objectives. This role responsible for providing long term budget and financial forecasts related to asset upgrades and major capital projects that support UWA strategic initiatives.

The role is critical in providing strategic & technical solutions at both enterprise and business unit level and requires extensive analytical experience and expert knowledge of asset management system & processes.

**Your key responsibilities**

Lead and deliver improvement projects by analysing system problems, undertake gap analyses and provide technical support and knowledge to end-users, ICT and Asset Management stakeholders across UWA.

Under broad direction develop and maintain the UWA’s AM Lifecycle Model which shall provide visibility of whole of life financial information used for long terms strategic decision making.

Review and analyse UWA’s asset management system, services, processes, and information needs to identify and manage improvements to ensure the UWA asset management system is fit for purpose and delivering to the UWA strategic initiatives.

Develop and maintain reporting dashboards (Power BI) that facilitate the consideration of key issues, options and enable decision-making at both a strategic and operational level.

Development of dashboards for ongoing regular review of asset information gap analysis and implement strategies to capture missing information by working closely with relevant stakeholders at broader university level.

Develop & implement strategies campus wide and create reporting tools for the continuous monitoring, evaluation, and improvement of all aspects of asset management analysis capability.

Develop reporting capability to cater to relevant data and information as requested by the Asset Manager to facilitate asset life cycle optimization activities such as system reviews, FMECA (Failure Mode Effect & Criticality Analysis), RCM (Reliability Centered Maintenance) and RCA (Root Cause Analysis).

Under broad direction, development university wide capability of system functionality and capability that allows visibility of cost spending based on asset groups and asset classifications along with asset classifications-based budget forecast.

Setup and maintenance of university wide Asset Management and facilities related reports and presentations as required.

Provide plain language advice on technical issues to non-technical audiences.

Adhere to all relevant business processes and procedures.

Other duties as requested.

**Your specific work capabilities (selection criteria)**

Relevant Degree Qualification (Civil, Mechanical or Environmental Engineering preferred) or demonstrated equivalent trade background (Mechanical, Electrical or Refrigeration).

Substantial and extensive Asset Management knowledge in particular PAS55 or ISO55000 with 3+ years demonstrable experience in a similar position.

Previous experience in implementation of Life Cycle Costing models and working knowledge of CMMS applications such as Maximo.

Excellent verbal and written communication skills with strong interpersonal skills for influencing internal and external stakeholders.

Excellent organisational skills with the demonstrated ability to set priorities and meet deadlines.

Proficiency in a range of office computing skills (e.g., word processing, spreadsheets, database, internet, email, record management)

Ability to work independently, show initiative, analyse problems and develop solutions.

Ability to build strong relationships with key stakeholders and provide consultative advice.

Sound knowledge of commercial contracts and contract negotiations.

Demonstrated knowledge of Australian Standards, BCA, federal, State and local codes.

**Special requirements (selection criteria)**

Current ‘C’ Class driver’s licence

**Compliance**

Ensure you are aware of and comply with legislation and University policies.

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