

### Asset Data Officer

**Position Number:** 500497

**Directorate:** Governance and Corporate Performance

**Department:** Finance and Assets

**Reports to:** Coordinator Strategic Assets

**Classification:** Band 4

**Employment Status:** Permanent

**Location: Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

**Date created/amended:** May 2019

**Employee signature:**

Date: / /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



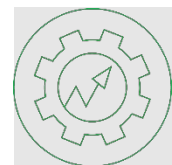
Respect



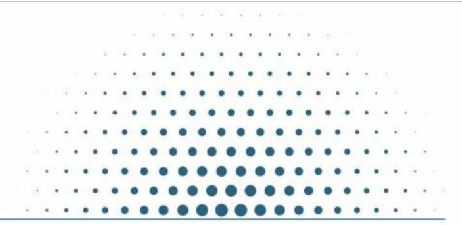
Customer Service  
Excellence



Accountability



Continuous  
Improvement



### **Structure**

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services

### **About the Role**

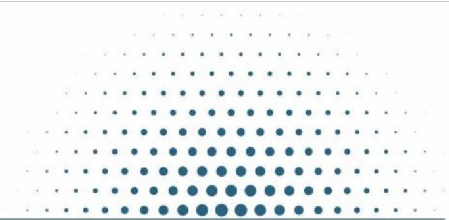
#### **Objectives**

- > Support the Strategic Assets Department to maximise the benefits of Council assets to the community.
- > Assist with the collection, quality control, and updating of asset information into Council's Asset Management System (AMS).
- > Provide support to system users, across Council's Asset Management System (AMS), Geographic Information System (GIS) and Asset Maintenance Management System (AMMS).
- > Provide a customer support service to the organisation with regards to the provision of asset information and present the information in formats useful to the customer.

#### **Key Responsibility Areas**

##### **Systems Support and Customer Service Management**

- > In conjunction with the Systems and Assets Officer, provide systems support and customer service across Asset Management Systems, GIS and Asset Maintenance Management Systems.
- > Ensure accurate and timely input of asset data for gifted and new capitalised assets, and amending asset details for renewed, upgraded and disposed assets.
- > Provide maintenance and updates to the asset register including inputting of attribute data such as measurements, unit rates, useful life, and remaining life, acquisition and disposal dates, against unique assets.
- > Interrogate data sets to ensure completeness and accuracy of information being used or entered into systems.
- > Work closely with the GIS Officer to ensure accurate mapping of existing, new and upgraded assets.
- > Assist in the development of Asset Management Plans through the preparation of data sets and checking quality and accuracy of data with field inspections (from time to time) to verify data.
- > Assist in the development of data capture forms to collect information, which also assists in transferring data into the Asset Management, GIS and Asset Maintenance systems.
- > In consultation with the Assets & Systems Officer, undertake modelling of Council asset information after asset data has been reviewed for currency and accuracy.
- > Assist in the development of asset renewal programs based on asset hierarchy, criticality, levels of service, asset condition, function and capacity scores.
- > Draft reports to display asset information in a format to assist management decision making.
- > Update greenfield and brownfield unit rates for assets through the collection of information from Rawlinsons Publications, subdivision data, Council's capital works projects and benchmark our rates with neighbouring Councils.
- > Provide a support service for the Asset Maintenance Management System (AMMS) and help device users to ensure they can complete their tasks and to ensure that the integrity of the AMMS and the asset data is captured correctly.



- > Validate developer supplied A-SPEC information against the A-SPEC standards

### **Information and Research**

- > Provide advice and training to staff who use the AMS, AMMS and GIS/Exponare.
- > Improve the user experience with Council asset systems and encourage their use throughout the organisation.
- > Participate in departmental planning around asset management and GIS to improve Council asset management services.
- > General maintenance of asset management equipment and applications.

### **Other Duties**

Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable, the appropriate award.

### About You

#### Key Selection Criteria

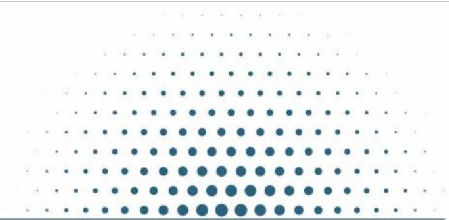
1. Ability to achieve a high degree of accuracy in data input, capture and processing.
2. Demonstrated experience with Microsoft Access, Excel, Macros and SQL.
3. Demonstrated efficient and effective use of asset management systems, geographical information systems, and technology/equipment used in the collection of asset data.
4. Demonstrated ability to effectively manage projects and tasks within strict timeframes.
5. Excellent customer service including the ability to assist and train staff in the operation and use of corporate asset systems.
6. Valid Victorian Drivers Licence.
7. Willingness to undertake a National Police Check.

#### Qualifications and Experience Essential

1. Relevant and demonstratable experience in an engineering, assets or spatial information related discipline
2. Two years experience in asset data collection, validation, analysis and collation
3. Two years experience working with asset management systems, GIS and equipment/technology used in the collection of asset data

#### Desirable

1. A tertiary degree in an engineering, assets or spatial information related discipline.
2. Knowledge of Conquest III
3. Knowledge of MapInfo
4. Knowledge and experience with the A-SPEC data standards
5. Knowledge of Technology One
6. Experience in Local Government



## Position Requirements

### **Accountability and Extent of Authority**

- > Providing accurate, effective and customer focused asset systems support to meet the needs of the Council
- > Work is generally directed by the Coordinator or other more Senior members of the team. The position will require the ability to use some discretion about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position. In most cases they are routine by nature.
- > Communicating effectively with key stakeholders
- > Making recommendations and suggestions for improvements in asset services and activities

### **Judgement and Decision Making**

- > Implement changes to procedures and practices as directed by the Coordinator
- > The authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of the position
- > Guidance and advice would be available within the timeframe required to make decisions
- > Work objectives are usually well defined, but the method, technology, process or equipment used to meet the objectives can be selected from a range of available alternatives
- > Tasks are often of a complex or technical nature and require original and/or creative problem-solving skills

### **Specialist Skills and Knowledge**

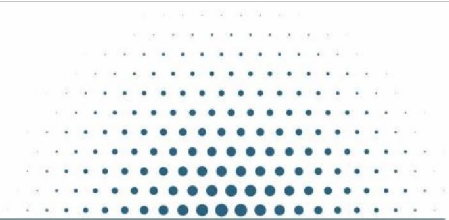
- > Knowledge and understanding of Asset Management principles
- > Knowledge of asset management systems, geographical information systems, and equipment used in the collection and storage of asset data
- > Proficient in the use of the Microsoft suite of products including Excel, word-processing and data bases
- > Proficient in analysing data and problem-solving skills
- > Excellent communication skills; oral and written
- > Proven skills and knowledge in data administration concepts and processes

### **Management Skills**

- > Ability to plan, set priorities and organise work within one week in advance and within set timeframes
- > Ability to work under tight timeframes with minimum supervision
- > Ability to identify and solve problems and consult with team members on more challenging problems
- > Ability to keep key stakeholders informed and updated
- > In conjunction with the other Senior members of the team ability to manage allocated projects, prepare cost estimates, monitor expenditure, meet deadlines and achieve specified outcomes
- > Ability to work in a consultative manner and liaise efficiently with stakeholders to achieve required outcomes
- > Ability to work as part of a team

### **Interpersonal Skills**

- > Ability to work with customers to gain their cooperation and assistance as well as staff at all levels of the organisation in the administration and delivery of defined objectives



- > Excellent communication skills both oral and written
- > Ability to work as part of, and provide assistance to the Assets and Property Team
- > Maintain a positive attitude toward dealing with and solving user problems
- > Demonstrated commitment to quality customer service

## Appendix A - Conditions of Employment and Responsibilities

### Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017- 2020
- > Early Education Employees Agreement 2016 Current Awards at Mitchell Shire Council are:
- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### Charter of Human Rights Compliance

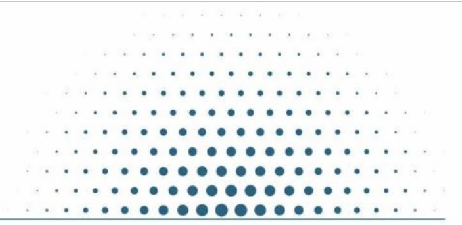
Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

### Child Safe Standards

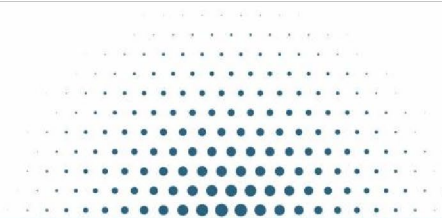
Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates



- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies





### Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department

### Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the Shire in full and be familiar with our sights and operations.

### Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

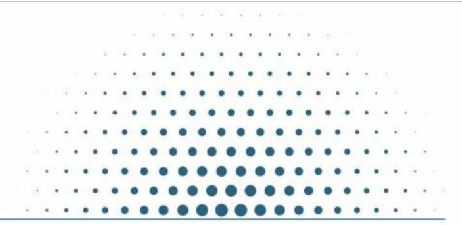
- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high-quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's Licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled, you must inform your manager immediately.

### Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.



### **Hours of Work**

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### ***Accrued Day Off (ADO) and Rostered Day Off (RDO)***

An ADO/RDO is applicable for some positions, with the following arrangement;

#### ***Monthly ADO***

A Monthly ADO is available to full time staff. As a full-time indoor staff member, the standard working day is 7.6 hours. By working an additional 0.4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month. ADOs must be taken at a mutually convenient time. Your manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### ***Fortnightly ADO***

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### **Motor Vehicle**

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### **Policies and Procedures**

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

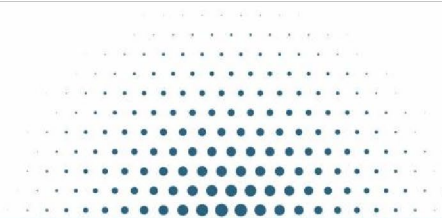
### **Pre-Employment Checks**

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.

Working with Children Checks are compulsory for some staff and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.





### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

### **Payroll**

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

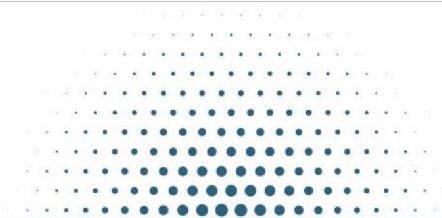
### **Risk Management and Occupational Health and Safety**

Council employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others' health and safety.
- Comply with Risk and OHS documentation and legislative requirements.
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.

### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.



### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variances to Duties**

In line with operational requirements of Council, it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.