

POSITION DESCRIPTION

POSITION TITLE	Senior Asset Management Officer
DIRECTORATE – BUSINESS UNIT	Infrastructure – Asset Planning
LEVEL - IA	7 - Salaried
RESPONSIBLE TO	Manager Asset Planning

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

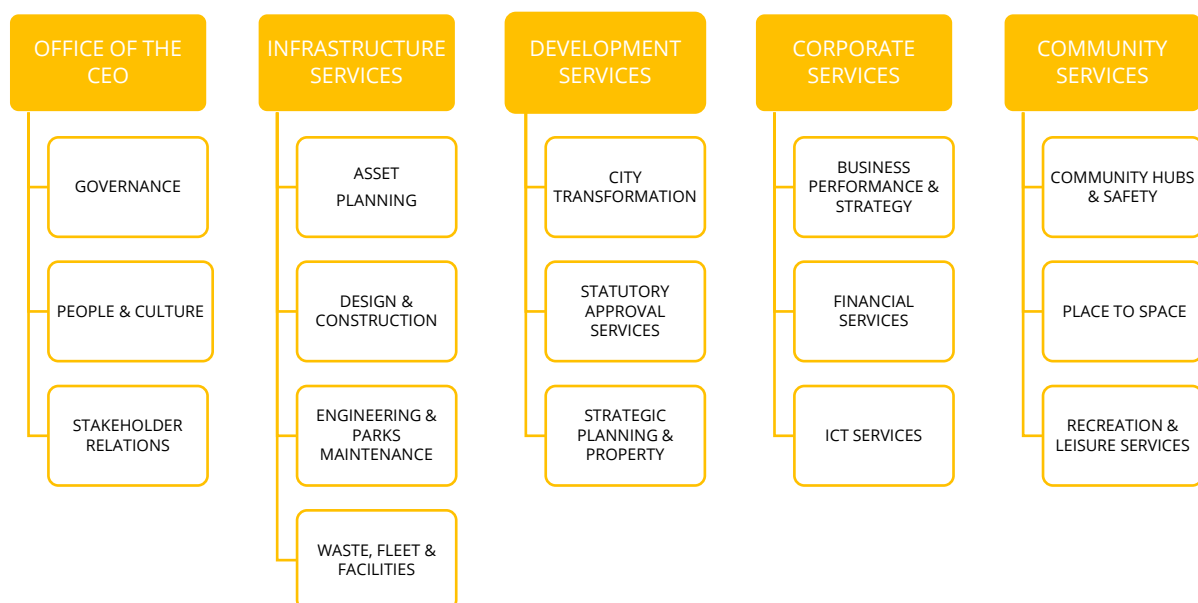
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

- Provide specialised asset management services to the organisation including asset management performance and planning, data management and collection, valuations, capitalisation, audit support and reporting.
- Lead a team of Asset Officers who are responsible for data collection and input.
- Ensure that the City's practices in this area operationally efficient whilst meeting legislative requirements and asset management indicators.

KEY RESULT AREAS

ASSET MANAGEMENT

- Monitor, evaluate and report on the City's holistic performance against relevant Asset Management indicators, industry benchmarks and financial sustainability.
- Prepare and update the City's Asset Management Policy, Strategy and Plans, and coordinating associated improvement actions.
- Develop and oversee the schedule for the collection and update of asset condition data in the City's asset management system (presently Assetic myData) to meet legislative and operational requirements.
- Facilitate the input of data for new constructed, gifted, and found assets including liaison with the Development Engineering team to facilitate subdivision handovers.
- Commission the City's infrastructure revaluations in collaboration with Financial Services business unit and in accordance with legislative requirements.
- Coordinate the updating of all capital expenditure into myData for asset component values, including reconciliation in liaison with the City's Financial Services business unit.
- Coordinate the updating of asset spatial data in QGIS including integration to Intramaps in collaboration with the GIS Officer in the IT team.
- Prepare reports including the annual WALGA Road Assets Report, annual IRIS submission to Main Roads, and other asset reports/analysis as required from the Assetic system.
- Prepare asset management modelling as required to City strategies and projects to ensure robust decision making.
- Provide high quality technical advice to line Management a timely and professional manner.
- Contribute to the implementation of the TechOne system.

ORGANISATIONAL SUPPORT

- Provision of advice and recommendations to the Infrastructure Program Board and relevant subject matter experts to assist in effective decision making and planning.
- Work across the Infrastructure directorate to identify and rectify issues from an Asset Management perspective.
- Prepare information briefing papers, reports, business plans and strategic documents.
- Provide supporting services to the Infrastructure directorate.

STAFF MANAGEMENT

- Demonstrate leadership behaviours that promote the City's values.
- Monitor and report on team performance against Key Performance Indicators as outlined in the team's Service Plan.
- Prepare processes and procedures to support efficient team operations, and undertake business improvement activities.
- Performance manage staff through annual performance reviews and regular periodic performance conversations, and implement rewards and consequences as required.
- Participate or lead recruitment for new staff members.
- Coordinate staff training and development, and support staff through mentoring and coaching.
- Ensure compliance with all legislative requirements relating to staff, including employment agreements, Occupational Safety and Health, and Equal Employment Opportunity.
- Ensure all documentation required for the administration of staff matters is completed accurately and on-time. This includes time sheets, leave forms, incident reports, position descriptions, staff performance reviews, career development and performance reporting.
- Pursue opportunities for personal development of staff.

CUSTOMER SERVICE

- Ensure that all staff deliver excellent service under the City's Customer Service Policy, Charter, and Strategy.
- Coordinate community engagement for selected strategies and projects in accordance with the Community Engagement Strategy.
- Provide high quality advice to all stakeholders in a timely and professional manner.
- Coordinate responses to internal enquiries and requests in accordance with KPI targets.
- Research and identify improvements in the industry and develop and prepare proposals that enhance and improve the service delivery.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

SELF MANAGEMENT

- Participate positively in mentoring and coaching activities.
- Ensure compliance with all legislative requirements including employment agreements, Occupational Health and Safety, and Equal Employment Opportunity.
- Ensure documentation required for role responsibilities and deliverables are completed accurately and on-time. This includes time sheets, leave forms, incident reports, the Performance Evaluation System, position descriptions, staff performance processes, career development and performance reporting.
- Demonstrate that assigned tasks are properly prioritised

FINANCIAL MANAGEMENT

- Utilise asset management skills to make recommendations on the financial capacity of the organisation, to influence the Long-Term Financial Plan.
- Understand the budget and financial constraints of the organisation and the Unit.
- Raise purchase orders within the limit of position authority.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of a tertiary qualification in Civil Engineering (or equivalent 5 years relevant experience)
- Diploma in Asset Management (or equivalent relevant experience)

SELECTION CRITERIA

1. Demonstrated experience in asset management systems for organisations with substantial quantity and variety of assets.
2. Comprehensive skills and knowledge of asset planning within local government or a similar environment.
3. High level of skills and knowledge in associated software systems.
4. Highly developed analytic skills.
5. Strongly developed interpersonal skills to work in multidisciplinary business.
6. Demonstrated high-level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
7. Demonstrated experience in preparing and reviewing Asset Management Policies, Strategies, and Plans.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Asset Advisor

DATE PD REVIEWED/APPROVED: 2 July 2025
