



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>ASSET SYSTEMS SUPPORT OFFICER</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 14, 2021 OR CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.12 - 2021
<b>CLASSIFICATION:</b>	3 – 4 (dependant on experience/qualifications)
<b>DEPARTMENT / DIVISION:</b>	<b>CITY INSTRASTRUCTURE / INFRASTRUCTURE MANAGEMENT</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	TEAM LEADER ASSET SYSTEMS
<b>DIRECT REPORTS:</b>	NIL
<b>POSITION NUMBER:</b>	

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Improve the quality of asset information in Council’s corporate Asset Management Information System (AMIS), ‘Confirm’ and Geographic Information System (GIS).</li> <li>• Provide quality control of asset information entered into Council’s corporate Asset Management Information System (AMIS), ‘Confirm’.</li> <li>• Support the annual Asset Capitalisation process through identification of asset and creation in Confirm and GIS.</li> <li>• Support the general System Administration of Confirm.</li> <li>• Provide reports and asset information to key stakeholders.</li> <li>• Provide customer service support to the Infrastructure Management to improve processes.</li> <li>• Provide Training and Support for general use of Confirm Enterprise, ConfirmConnect and Confirm Web Services.</li> <li>• Provide support for Asset Management teams in the development of Budget Bids and integration with the AMIS and GIS.</li> </ul>
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<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging &amp; pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>System Administration</b></p> <ul style="list-style-type: none"> <li>• Monitoring of staff movements for new/resigned staff and acting duties, update of user security: new users, updating security permissions</li> <li>• Creation of new cost items in Confirm (Plant, Materials)</li> <li>• Creation of electronic job Risk Assessment questions</li> <li>• Support the development of Confirm and the implementation of new features/modules.</li> <li>• Support User Acceptance Testing for upgrades to Confirm.</li> <li>• Create, update and maintain the site register in Confirm including spatial information.</li> </ul> <p><b>Asset Management Information System Support</b></p> <ul style="list-style-type: none"> <li>• Troubleshoot, problem solve and triage requests for support from Confirm desktop and field-based workers.</li> <li>• Use expert knowledge of Confirm to provide reports to key stakeholders and support staff to self-service.</li> <li>• Undertake comparative analysis between Confirm and GIS, updating to ensure consistency of data between the two systems.</li> <li>• Maintain the quality of asset location descriptive information in Confirm/GIS to ensure detailed asset information is provided in corporate systems and reports.</li> <li>• Provide general asset map from GIS as required.</li> </ul>

	<p><b>Quality Assurance of Asset Management Information Systems</b></p> <ul style="list-style-type: none"> <li>• Review and update information recorded in Council's: <ul style="list-style-type: none"> <li>○ Asset Information System 'Confirm'.</li> <li>○ Geographic Information System, 'ArcGIS'.</li> </ul> </li> <li>• Review quality of information recorded against: <ul style="list-style-type: none"> <li>○ Job and inspection costs recorded in Confirm to ensure accurate costings are exported to the Finance system.</li> <li>○ Assets created in Confirm.</li> <li>○ Condition inspections to ensure information is accurate and recorded against discrete assets accurately.</li> <li>○ Customer requests to ensure information is accurate, recorded against discrete asset accurately and closed out.</li> </ul> </li> <li>• Create and provide regular and ad-hoc reports to stakeholders for analysis and review by Asset Managers and key stakeholders.</li> <li>• Assist and support in the following key activities: <ul style="list-style-type: none"> <li>○ the maintenance of data in Confirm for asset structure, asset register, jobs, defects, enquiries etc.</li> <li>○ improving geographic information stored in Confirm for assets, jobs and enquiries.</li> <li>○ the creation and maintenance of regimes for programmed works.</li> <li>○ the creation and maintenance of inspection routes for asset inspections/site visits.</li> </ul> </li> </ul> <p><b>Support Asset Capitalisation</b></p> <ul style="list-style-type: none"> <li>• Liaise with internal key stakeholders for Donated and Strategic Development plans and handovers.</li> <li>• Identification and creation of new assets from Capital Projects, Donated Assets in Confirm.</li> <li>• Identification of disposed assets from Capital Projects, Donated Assets and Internal Field Staff.</li> </ul> <p><b>Training &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Support development and review of operational and training documents for users of Confirm.</li> <li>• Provide training in general use of the AMIS including desktop, web and mobile applications.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Liaise with contractors lodging Dial Before You Dig referrals to provide information in a timely manner.</li> <li>• Liaise with Asset Managers and Project Managers to ensure project information is maintained in GIS for uploading to SmarterWX for collaboration with utility providers and government departments.</li> <li>• Other appropriate duties as required.</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<p><b>Skills / Knowledge</b></p> <ul style="list-style-type: none"> <li>• Previous demonstrated experience working in a similar role.</li> <li>• Demonstrated experience in and Asset Management across a diverse range of infrastructure.</li> <li>• Report writing skills and computer literacy, including MS Office suite and the ability to learn and understand in house software systems.</li> <li>• Developed self-management skills including time management and problems solving skills, so as to enable the management of multiple tasks within reasonable time frames within an agreed level of accuracy.</li> <li>• Advanced interpersonal skills in dealing with internal customers/stakeholders and to work collaboratively as a member of the Strategic Assets team to build and maintain effective working relationships.</li> <li>• Experience in undertaking data interrogation and analysis.</li> <li>• Ability to work independently and productively in a team environment.</li> <li>• Ability to build and maintain effective working relationships.</li> <li>• Well-developed oral and written communication skills</li> <li>• Excellent customer service skills</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<p><b>Skills / Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience in the use of GIS and AMIS desktop and web/mobile solutions.</li> <li>• Understanding of asset management planning, capital works and maintenance management.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in undertaking asset capitalisation and disposal of capital works.</li> <li>• Asset management experience across a diverse range of infrastructure.</li> </ul> <p><b>Qualifications / Work Experience</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in spatial sciences/geographic, information systems or equivalent studies or extensive experience in asset management.</li> <li>• Previous experience in a similar Local Government role.</li> </ul>
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Some out of hours work may be required from time to time</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>AGREEMENT:</b>		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>