

ASSET AND GIS OFFICER

| | |
|--|---|
| DOCUMENT TYPE: | Position Description |
| POSITION: | Asset and GIS Officer |
| POSITION SUPERVISOR: | Asset Management Coordinator |
| POSITION DIRECTORATE: | Operations |
| POSITION DEPARTMENT: | Assets and Infrastructure |
| POSITION TERM: | Permanent |
| POSITION STATUS: | Full Time |
| POSITION AWARD CLASSIFICATION: | Band 5 |
| POSITION DESCRIPTION VERSION NUMBER: | 3 |
| POSITION DESCRIPTION DATE ADOPTED: | August 2018 |
| POSITION DESCRIPTION REVIEWED BY | Asset Management Coordinator, Manager Assets and Infrastructure |
| INCUMBENT: | Vacant |
| FILE LOCATION: | All position descriptions are held on a secure network by the Human Resources Department. |
| <p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p> | |

1 POSITION OBJECTIVES

Assist Council to undertake effective and sustainable spatial data and asset management across a broad range of public infrastructure types, contribute to the development, prioritisation and delivery of both annual and long term capital works and maintenance programs, maintain the accuracy and relevance of information contained within Councils Geospatial Information and Asset Management systems and deliver a variety of technically orientated services to both internal and external customers.

2 KEY RESPONSIBILITIES AND DUTIES

Key responsibilities and duties of this role are distributed across a broad range of technical and engineering areas, namely:

2.1 Asset Management

The incumbent will:

- Support the Asset Management Coordinator to ensure that data contained within Councils asset management systems is accurate and relevant.
- Undertake infrastructure data capture and condition evaluation within the field.

- Input and evaluate asset condition data, profiles and deterioration predictions.
- Assist in the identification and scoping of infrastructure renewal, upgrade or new construction projects.
- Assist in the development and prioritisation of Councils annual infrastructure program.
- Assist in the capitalisation of assets and asset revaluations.
- Ensure post project construction or infrastructure details are adequately captured and that relevant databases and mapping is kept up to date.

2.2 Technical Services

The incumbent will:

- Assist in the administration and monitoring of Councils Roads to Recovery program.
- Assist in the administration of a number of technical orientated programs or services including traffic counts, higher mass limit approvals, temporary road and street closures, works within road reserve applications.
- Undertake field inspections and customer complaint investigations, identifying remedial actions and engineering solutions in accordance with predetermined standards as required.

2.3 Engineering & Project Management

The incumbent will:

- Assist in the implementation of engineering projects as required.
- Assist in the preparation and administration of civil construction or building contracts.
- Liaise with contractors and operational staff as part of asset inspections, project or contract delivery.
- Identify appropriate engineering solutions or design treatments for proposed capital works and renewal projects.

2.4 Geospatial Data Management

The incumbent will:

- Maintain, develop and update spatial data stored within Councils "Geospatial Data" server via the use of Geographical Information Systems (GIS) and related software including layer development, workspaces, line work & polygons, asset attributes and aerial photography.
- Maintain rural and township addressing.
- Support organisational enquiries or requests for spatial information assistance.
- Identify, investigate and resolve conflicting or incomplete information in Council's asset registers and using information gathered from the field or other sources such as constructed plans and digital drawings.

2.5 Administration

- Provide technical reports to Management on specified projects.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Assist in documenting processes, procedures and standards relevant to the role.
- Respond to customer enquiries and complaints in accordance with defined policies and procedures.

2.6 Other duties

The incumbent will carry out such other duties as directed consistent with the general requirements of the position

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- Have the ability to meet work deadlines established by the Asset Management Coordinator or Manager Assets and Infrastructure.
- In consultation with the Asset Management Coordinator plan and organise work time.
- Maintain, develop and update Loddon Shire's Geospatial Data and Platforms.
- Maintain, develop and update Loddon Shire's Asset Management System.
- Respond to service or customer requests in accordance with defined policies and procedures.

4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- Have the ability to understand and work in accordance with procedures set by the Asset Management Coordinator.
- Utilise techniques and systems established by management.
- Have the ability to identify potential improvement to Geospatial Data Management and to implement these where approved.
- Assess and identify suitable infrastructure defect, renewal or upgrade treatments as part of developing councils capital works program; treatments will be in accordance with defined policies or design standards.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will:

- Have a good understanding of sustainable asset management principals.
- Maintain a good understanding of engineering design, project management principals and contract management theory.
- Previous experience working or training with QGIS, QField, Mergin Maps, AutoCAD or other spatial mapping system.
- Have knowledge of spatial mapping concepts and computer asset mapping.
- Previous experience with survey data collection.
- Willingness to be trained and gain experience across broad engineering, project management, asset management and GIS concepts and methods.
- Demonstrated proficiency in the use of computer systems.

6 MANAGEMENT SKILLS

The incumbent will have:

- Basic ability to manage time, set priorities and organise workload to meet deadlines and expectations set by management.
- Ability to work in a team situation and/or with limited supervision for procedures set by management.

ASSET AND GIS OFFICER

- Ability to observe Occupational Health and Safety and Risk Management procedures at all times.

7 INTERPERSONAL SKILLS

The incumbent will have:

- Ability to communicate verbally and in writing with staff, members of the public and other departments.
- Ability to resolve minor problems raised by customers and an ability to refer more complex issues to Management.

8 EXPERIENCE

The incumbent will have:

- Training or experience in the use of computer programs including word processing, databases, spreadsheets, GIS and preferably asset management systems.
- Experience in a multi discipline office environment.

9 QUALIFICATIONS AND EXPERIENCE

| Qualification | Mandatory or Desirable |
|---|------------------------|
| Formal qualifications or extensive experience in Civil Engineering, Asset Management, Spatial Sciences or GIS | Mandatory |
| A current Victorian Drivers Licence | Mandatory |

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

| Relationship | Stakeholders |
|-------------------|---|
| Reports to | <ul style="list-style-type: none"> • Asset Management Coordinator |
| Internal liaisons | <ul style="list-style-type: none"> • All Council staff |
| External liaisons | <ul style="list-style-type: none"> • Contractors • Ratepayers • Government departments • General public |

13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. Formal qualifications or extensive experience in GIS, Civil Engineering, Asset Management or Spatial Sciences.
2. Experience or training in asset management, project management or contract management.
3. Experience or training working with GIS.
4. Ability to interpret and work in accordance with documented procedures and engineering standards.
5. Proven ability to communicate verbally and in writing.
6. Extensive knowledge and familiarity in the use of computing systems (Microsoft office).

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- Respect the rights of all other employees, customers and clients.
- Adhere to Council's equal opportunity and bullying and harassment policies and procedures.
- Not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation.

In addition, employees with supervisory responsibilities must also:

- Take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- Take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

15.3 Occupational Health & Safety

An employee, while at work, shall:

ASSET AND GIS OFFICER

- Take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- Adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

15.4 Risk Management

An employee, while at work, shall:

- Ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- Adhere to and assist in the continuous improvement of Council's risk management system.

15.5 Staff Code of Conduct

The Staff Code of Conduct apply to all employees and contractors of the Loddon Shire Council. All staff must:

- Adhere to the Staff Code of Conduct at all times.
- Familiarise themselves with the Code to ensure compliance with its principles.

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- Adhere to the Information Privacy Act and the Health Records Act.
- At all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure.
- Ensure that personal information is appropriately stored and managed.
- Collect information only directly relating to the services being provided to clients.
- Not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- To serve the Council with loyalty and in good faith.
- Not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment.
- Not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.



ASSET AND GIS OFFICER

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- Ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated.
- Signing-off obligations and actions in the system once they reach practical completion.

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature:Date:

Manager's signature:

Manager's title:Date: