POSITION DESCRIPTION

ASSET SYSTEMS OFFICER

POSITION DETAILS

Date of Position Description	November 2026
Position Title	Asset Systems Officer
Position Grade	9
Directorate | Business Unit	City Services and Projects | City Assets
Reports to	Coordinator Asset Planning
Physical Requirements Category	Category 3 – Combined role with some Physical Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position is responsible for the updating of Council's asset management systems on Council's nominated software platforms relating to Civil Infrastructure, other Council's assets as required. The Asset Systems Officer will administer asset capitalisation including asset creation, schedule allocation and process administration. They will work cross functionally to deliver accurate asset information pertaining to Council's assets.

KEY RESPONSIBILITIES

Role Specific

- Ensure information systems are correctly configured to enable accurate and efficient asset inspections and works programs using Council's electronic systems.
- Use Councils ArcGIS, Technology One (OneCouncil) and mobility platforms to manage the council's assessment of assets.
- Administer publication of asset information via both internal and external mechanisms such as website mapping.
- Liaise with financial team and project managers to capitalise and decommission assets in line with council's assets capitalisation policy and procedures.
- Ensure work is undertaken in line with council's asset-based reporting systems.
- Maintain all system configuration documentation for the asset management framework.
- Initiate and implement improvements in work practices and procedures to achieve continuous system development. This includes nominated software platform configuration development, increasing synchronisation between council's primary asset management platforms and documentation of system configuration.
- Provide support as and when appropriate to other tasks within the unit.
- Work collaboratively with GIS, Finance, Project Managers, IT specialists and other stakeholders to identify and implement improvements to Council's Asset Systems.
- Inspect existing and newly constructed civil infrastructure assets to validate condition and asset data, supporting capitalisation and accurate asset register updates.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Diploma in Asset Management, Civil Engineering, Business Management or relevant discipline
- Class C Drivers Licence
- Possession of a general construction industry training certificate 'White Card'

Experience

- Extensive Technology One (OneCouncil) experience specialising in works scheduling, procurement and maintaining asset details.
- ArcGIS experience specialising in relational database management and domain maintenance.
- Significant Microsoft suite experience including key programs such as PowerPoint, Word and Excel, .
- Extensive experience in responding to customer request related to Council's infrastructure assets
- Extensive experience inspecting civil infrastructure assets to validate condition data and update asset records.
- Extensive experience inspecting newly constructed assets to verify data for capitalisation and asset register updates.

Skills

- Demonstrate understanding of Civil Infrastructure, Stormwater drainage, structural assets and other Council's assets.
- Demonstrate good verbal and written communication skills.
- Demonstrate self-administration skills using corporate software for document and complaints recording.
- Demonstrate ability to make decisions with regard to technical issues.
- Ability to work co-operatively in a team and cross functionally across Council.
- Extensive experience in using Esri ArcGis skills at advance level.
- Excel skills at an advanced level.
- Ability to develop and work to priorities.