Job title: Assets Data Management Officer	
Classification: Band 6	Effective Date: July 2025
Reports to: Coordinator Strategic Asset Management	Tenure: Permanent Full Time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.

Excellent Customer Experience and Service Delivery **Great Organisational Culture** **Innovation and Continuous Improvement** **Good Governance and Integrity** **Long Term Financial Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

Goal Statement

The position will manage the day-to-day creation, update and disposal of asset data for all road, drainage, and relevant open space asset types in the Whitehorse Asset Management System (WAMS), Geographic Information System (GIS) and Pavement Management System (PMS). The position is also responsible for the management of relevant Asset Data Standards and documentation associated with the processing, data collection, management and revaluation of roads, drainage, and relevant open space asset data.

Key Responsibilities

Position Specific Responsibilities

- Record data in WAMS and PMS from "Design" and "As Constructed" drawings in accordance with the drawing management procedures and arrange for the storage of the plans.
- Develop and implement Department processes and procedures for receiving, processing and recording "As Constructed" drawings from external developers and contractors to Engineering and Environmental Services Department.
- Create, update and dispose of asset data for roads and associated assets including road pavement, kerb and channel, footpath, carparks, traffic management devices, bridges, public lighting, paths, drainage, and relevant open space assets in accordance with the asset handover process.
- Cleanse source asset data to ensure data integrity.
- Ensure data and associated data structures are checked regularly to ensure data integrity is maintained over time.
- Create, update and dispose of relevant spatial asset data (i.e. any spatial layers that pertain to the asset types under the asset data managers responsibilities).
- Ensure integration key (ID's) integrity to maintain integration of spatial asset data records and non spatial asset records to prevent orphan records.
- Ensure spatial asset data conforms with Spatial Data Standards
- Ensure data quality investigations are carried out and reported in accordance with the required business need standards for roads and drainage data.
- Assist in the development of programs, procedures, priorities and setting for data collection.
- Assist or undertake asset GIS/GPS asset mapping for roads and drainage data.
- Assist in establishing data capture programs to assist in building new asset registers to meet growing demands of asset management within the organisation
- Run asset reports for roads and drainage data for internal departments as required.

- Assist in management of the contracts for additional data collection, condition surveys of roads and its associated assets, and drainage and open space assets managed by Council.
- Assist in preparing asset valuations and revaluation reports for roads and its associated assets, and drainage assets using the PMS, and other Whitehorse Asset Management Systems.
- \Ensure that processes are well established, documented and adhered to, for maintaining and updating roads and drainage asset data records.
- Update Council's Pavement Management System annually with new assets created in the Whitehorse Asset Management System and provide condition/ modelling parameters to the PMS consultant for input and modelling.
- Assisting to ensure Whitehorse Asset Management System and Pavement Management System (PMS) processes for maintaining and updating asset data are documented and regularly reviewed.
- Assist in the administration and development of the Brightly Predictor Renewal Modelling Tool.
- Develop strong relationships that grow the organisation's performance, confidence, ability and accountability in Council's asset management system.
- Assist in the development and implementation of the Asset Data Management Framework including, policies, procedures and guidelines to ensure asset data is accurately captured and maintained.
- Assist and contribute in the administration of the integration of Council's Asset Management System with other key corporate applications such as GIS and Pathway Customer Request.
- Assist in other asset management tasks as required.

Corporate Responsibilities
- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:
- The position is accountable for the accurate extraction and incorporation of data from and into Council's information systems.
- The position will make decisions using a variety of industry standards and best practice methods to recommend and provide the best solutions to a range of different problems. Guidance and advice is usually available from senior staff.
- The position will exercise judgement and use professional knowledge in determining which methods to utilise.

Key Relationships

- This position reports to the Strategic Asset Management Coordinator, and is required to proactively work across all departments of Council to champion the acceptance, application and ongoing development of Council's Asset Management Data and Supporting Systems.
- The position is required to maintain professional relationships with residents, developers and consultants.

Skills and Attributes

Qualifications/Certificates/Licences and Experience
- Tertiary qualifications in Civil Engineering, Geospatial Science or a related discipline, combined with relevant experience in this field.
- Experience in reading and interpreting engineering "Design" and "As Constructed" drawings with a particular emphasis on drainage and roads.
- Successful experience in development of processes and procedures required for data collection.
- Knowledge about revaluation reporting of roads, drainage, and open space assets.
- A valid Victorian driver's licence.

Technology
- Experience in Microsoft applications and GIS systems.
- Extensive skill and experience in data capture and data management (GIS applications such as ESRI's ArcGIS, or any other software required for management of spatial data, and working knowledge of engineering "Design" and "As Constructed" drawings.
- Working knowledge and understanding of Asset Management, Financial and/or other Business Software Systems relevant to Local Government.

- General knowledge of contemporary information technology solutions.
- Experience in Content Manager (CM) or similar electronic document management system.

Other Technical Skills
- Demonstrated ability to work with large volumes of technical data and process this detail accurately.
- Understanding of drainage network design and components.
- Excellent attention to detail.
- Knowledge and understanding of Asset Management
- Knowledge and understanding of OH&S principles

Interpersonal
- High level verbal communication skills and the ability to gain cooperation and assistance from clients, members of the public and other staff members.
- Ability to work effectively with staff from other departments to meet goals and objectives.
- High level written skills and the ability to draft technical reports and correspondence.
- A flexible approach to problem solving.

Leadership/management:
- Ability to manage own time and workload and set priorities to enable for completion of a variety of moderate to complex tasks concurrently.
- Ability to influence and lead other staff to achieve goals and objectives.
- Ability to facilitate the project in collaboration with other staff members.

Key Selection Criteria

1. Tertiary qualifications in Civil Engineering, Geospatial Science or a related Engineering discipline, combined with relevant experience in this field.

2. General knowledge about revaluation reporting of roads, drainage, and open space assets.

3. Extensive experience in data capture and data management and working knowledge of engineering "Design" and "As Constructed" drawings.

4. Demonstrated ability to work with large volumes of technical data and process this detail accurately.

5. Experience with Asset Management Systems and Geographic Information Systems, and Microsoft Office applications.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	*Comments*
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	☑	Performed sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	☑	Performed often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	☑	Performed sometimes	
Standing Tasks involve standing in an upright position	☑	Performed often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	☑	Performed sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	☑	Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	*Comments*
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	☑	Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	☑	Performed often	

Any other relevant comments:

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