

<b>Job title:</b> Senior Asset Management Engineer	
<b>Classification:</b> Band 8	<b>Effective Date:</b> April 2026
<b>Reports to:</b> Coordinator Capital Program and Asset Management	<b>Tenure:</b> Permanent

### 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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATe - Our Values and Behaviours:

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

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

The position will provide expert technical leadership and advice to support Council's asset management practices, with a focus on asset data, modelling, valuation, and decision support.

This role position is responsible for developing and promote the business benefits of utilising Council's Asset Management Systems including Mobility, and supporting asset managers, maintenance managers, and across the organisation.

## Key Responsibilities

### *Position Specific Responsibilities*

#### Asset Data & Systems Governance

- Coordinate and promote the use of the Whitehorse Asset Management System (AMS) and Renewal Modelling Tools (RMT) including implementation, configuration and commissioning.
- Promote the business benefits of utilising Council's AMS and RMT to all service areas within Council.
- Support Asset Managers to specify, collect, validate and migrate asset data into the system in accordance with established asset data management specifications.
- Develop user manuals and training programs for Council's Asset Management procedures and Asset Management Systems.
- Monitoring and maintenance of the Asset Data Management Framework including, reports, procedures and guidelines to ensure asset data is accurately captured and maintained
- Coordinate AMS User Group meetings on a bimonthly basis.
- Manage data collection projects and assist systems users with data collection projects such as asset condition assessment uploads.
- Administer systems to provide users appropriate level of access, manage user base and maintain security settings.
- Assist systems users with operational queries, including data entry (internal helpdesk).
- Develop strong relationships that grow the organisation's performance, confidence, ability and accountability in Council's asset management systems.
- Manage and prioritise requests from users for enhancements to the corporate systems.
- Conduct workshops with all relevant stakeholders to gather business requirements and document specifications

- Perform system upgrades, configure, test and deploy improvement projects and enhancements.
- Assist and contribute to the integration of Council's Asset Management Systems with other key corporate applications such as GIS and Pathway. Ensure system integration with other corporate applications is implemented, maintained and functional.

#### Asset Management Development

- Lead the development and application of asset renewal modelling and predictive analytics to support long-term planning.
- Undertake scenario modelling and risk-based analysis to identify funding gaps, asset performance issues, and investment priorities.
- Translate complex asset data into clear, actionable insights for asset managers, leadership, and decision-makers.
- Develop and maintain reporting frameworks, dashboards, and performance metrics to support evidence-based decision-making.
- Support continuous improvement in data analytics capability across the asset management function.
- Liaise with a variety of departments and staff across Council.
- Work with asset experts, managers and users to gather sufficient data to define assets within each portfolio.
- Ensure detailed reporting and information is available to meet the needs of asset planning and operations.
- Support the modelling and analysis of asset data.
- Implement the adoption of continuous improvement, benchmarking and best practice principles in asset management.
- Effectively manage own time and set priorities in order to achieve individual and team objectives.
- Lead and coordinate asset revaluation processes in collaboration with Finance.
- Run the asset revaluation process within Council's AMS.
- Provide technical advice on asset valuation methodologies, assumptions, and compliance with relevant accounting standards.
- Ensure asset data supports accurate financial reporting, lifecycle costing, and long-term financial planning.
- Support alignment between asset management practices and Council's Long Term Financial Plan.

#### Operational Flexibility

- Work from multiple locations within the municipality as required.
- Manage a dynamic workload with competing priorities, exercising initiative and independent judgment under pressure.
- Undertake other duties as directed within the skills and capabilities of the role.
- The role is primarily office based, with flexibility to work remotely (ad-hoc) by arrangement.
- System changes take place after hours on an ad hoc basis, therefore the successful candidate will on occasion be expected to work outside business hours.

#### *Corporate Responsibilities*

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

#### **Accountability and Extent of Authority**

**Budget:** Nil

**Staff responsibility:** Asset Data Management Officers

The position is responsible for the supervision of Asset Data Management Officers.

## Judgement and Decision Making

The position will:

- Take a lead role in the development, coordination and implementation of the asset management system modules, mobile application, asset renewal modelling tool, software interfaces and necessary process engineering.
- Apply corporate data procedures to ensure Council's Asset Management Systems are consistently implemented and developed across Council.
- Exercise sound judgement and problem solving skills in the selection of the most effective practices or processes within budget and time constraints.
- Prioritise and schedule tasks to meet defined deadlines, business plan targets and budget constraints.
- Provide expert technical advice that influences asset management decisions, capital planning, and investment priorities.

## Specialist Knowledge and Skills

- Extensive experience and understanding of local government asset management practices.
- Ability to develop strategies and plans related to Asset Management
- Experience in determining future capital funding requirements for infrastructure assets.
- Experience in supervision of condition auditing contracts and consultants.
- Working knowledge and understanding of Asset Management, Financial and/or other Business Software Systems relevant to Local Government.
- Support of SQL database systems and maintenance, including working SQL skills
- Knowledge and use of GIS applications, preferably in relation to asset management and mobility.
- Well-developed skills in MS Office suite and common business software tools.
- SSRS and Crystal report development skills
- .NET programming skills using C#
- Knowledge of or ability to understand configuration files.

## Qualifications and Experience

- Tertiary qualifications in Engineering, Infrastructure Asset Management or other relevant fields of study.
- Relevant experience in the implementation and or development of corporate asset management systems for planning and analysis purposes.
- Demonstrated experience in system administration and user engagement experience.
- Experience with the management and support of mobile application software to a large user base would be advantageous.
- Extensive experience in asset management, preferably within local government or a similar complex environment.
- Proven experience in asset revaluation processes.
- Experience in renewal modelling, lifecycle analysis, and long-term planning. Ability to work autonomously, schedule tasks, plan activities and meet deadlines
- Developed problem solving, analytical and report writing skills

## Interpersonal Skills

- Demonstrated knowledge and experience in change management and stakeholder engagement.
- Excellent written and oral communication skills including influencing skills.
- Ability to work with stakeholders from a range of backgrounds and levels of seniority.
- Ability to encourage others to seek opportunities for different and innovative approaches to addressing asset management problems and opportunities.
- Strong problem solving and analytical thinking capability.

### Key Relationships:

- This position reports to the Coordinator Capital Program and Asset Management, will support and supervise Asset Data Management Officers and is required to proactively work across all departments of Council to develop itemised capital works programs and champion the acceptance, application and ongoing development of Council's Asset Management Systems. This position will liaise with Finance for revaluations and externally with consultants, system vendors and local government asset groups

## Management Skills

- Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of projects
- Demonstrated ability to apply best practice project, vendor and contract management to the design and delivery of projects.
- Ability to establish suitable skill development arrangements for a wide variety of staff across different departments within Council.
- Ability to manage own time, set priorities and achieve targets.
- Demonstrated ability to provide technical leadership and mentor/supervise staff.

## Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- Short listed candidates may be required to attend a pre-employment medical examination and/or undertake psychometric testing.

## Key Selection Criteria

1. Tertiary qualifications in Engineering, Infrastructure Asset Management or other relevant fields of study.
2. Extensive knowledge and experience Asset Management, including asset modelling, asset revaluation, lifecycle analysis, and long-term planning preferably within Local Government.
3. Excellent written and oral communication skills including influencing and highly developed communication and stakeholder engagement skills.
4. Demonstrated experience in system administration and user engagement experience.
5. Demonstrated leadership and ability to build capability across teams.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
<b>Standing</b> Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Often	

**Any other relevant comments:**