

WHITEHORSE CITY COUNCIL

Position description

Job title: Senior Asset Management Systems Specialist	
Classification: Band 8	Effective Date: January 2022
Reports to: Coordinator Asset Management Strategy	Tenure: Temporary

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

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.



WHITEHORSE CITY COUNCIL

Position description

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 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

To champion, develop 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 Information System Management

- Coordinate and promote the use of the Whitehorse Asset Management System (Infor IPS) and Renewal Modelling Tool (Assetic Predictor) including implementation, configuration and commissioning.
- Promote the business benefits of utilising Council's IPS and Assetic Systems 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 (IPS, Mobility, Assetic)
- Monitoring and maintenance of the Asset Data Management Framework including, reports, procedures and guidelines to ensure asset data is accurately captured and maintained
- Coordinate IPS User Group meetings on a bimonthly basis.
- 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.

- Maintain and support the use of Council's mobile asset management tool (Infor Field Inspector).
- Maintain and support the use of Council's Predictive Modelling Tool (Assetic Predictor).
- Develop and manage system reports as required.

Asset Management Development

- 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.

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: Input and development of budget allocations related to IPS.

Staff Responsibility: Nil

Decision Making:

- Take a lead role in the development, coordination and implementation of IPS modules, mobile application, asset renewal modelling tool, software interfaces and necessary process engineering.
- Apply corporate data procedures to ensure Council's Asset Management Systems (IPS, Mobility, Assetic) 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.

Key Relationships

This position reports to the Coordinator Asset Management Strategy, and is required to proactively work across all departments of Council to champion the acceptance, application and ongoing development of Council's Asset Management Systems.

Skills and Attributes

Qualifications and experience

- Tertiary qualifications in Business Information Systems, Spatial Science, 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.
- Relevant experience in the development and/or use of corporate management systems for planning and analysis purposes.

Other technical skills and experience

- Knowledge and understanding of Asset Management
- Knowledge and application of sound asset accounting principles and practices
- Ability to schedule tasks, plan activities and meet deadlines
- Developed problem solving, analytical and report writing skills

Technology

- 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.

Interpersonal

- 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.

Leadership/management:

- 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.

Notes and Comments:

- Short listed candidates may be required to attend a pre-employment medical examination and/or undertake psychometric testing.
- A current driver's licence that meets the requirements of Vic Roads is essential
- 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.
- As the position is an internal service based role, the position will be required to work on site at the Operations Centre to support the system users.

Key Selection Criteria

1. Tertiary qualifications in Business Information Systems, Spatial Science, Infrastructure Asset Management or other relevant fields of study.
2. Extensive knowledge and understanding of either Asset Management, GIS, Financial and/or other Business Software Systems relevant to Local Government.
3. Excellent written and oral communication skills including influencing skills.
4. Demonstrated experience in system administration and user engagement experience.

Physical Requirements

POSITION TITLE: Senior Asset Management Systems Specialist

LOCATION/DEPARTMENT: Operations Centre / Project Delivery and Assets

TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)			✓
Driving car/utility/truck		✓	
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		