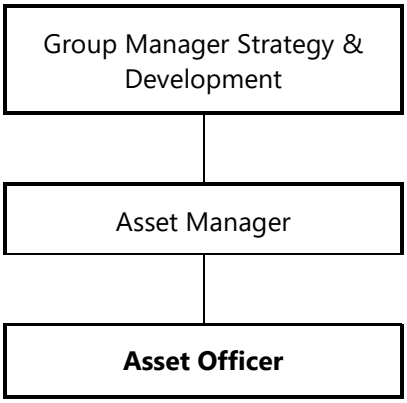
POSITION DESCRIPTION

Ōpōtiki District Council
STRONG COMMUNITY STRONG FUTURE

Job Title:	**Asset Officer**
Responsible To:	Asset Manager
Responsible For:	Nil Staff
Position Purpose:	This job exists to: Collect, register, maintain, analyse and communicate quality asset information which can be relied upon in the preparation of engineering reports and plans and by internal and external stakeholders.
Date:	July 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External
Residents and ratepayers
Council customers
Telephone customers
Various government agencies

Internal
All staff
Elected Members

KEY RESULT AREAS

The position of **Asset Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
Council Asset and Services Management • Collect data related to the condition and performance of Council assets and services activities • Assist the Asset Manager and Engineers in the production of Asset Management Plans (AMPs) and provide support in updating them on regular basis. • Assist the Asset Manager with annual asset fair valuation assessments and the triennial asset revaluation process and maintaining current asset valuation databases. • Provide internal and external stakeholders with spatial and non-spatial asset related information. • Assist the Asset Manager in providing Building Platform Level advice to internal and external applicants. • Provide Rapid Number details to internal and external applicants. • Provide the Projects and Development Engineer with GIS information related to LIM/PIM queries. • Respond to Service Requests as required.	• A data collection programme is prepared, and data collected accordingly. • Asset Manager and Engineers are supported where necessary for the Asset Management Plans to be updated • Asset databases and valuations are updated as per deadlines • Information requests administered, actioned, or escalated, in a timely manner. • Building Platform Level advice provided to applicants, in a timely manner. • Rapid Number details are provided to applicants, in a timely manner. • The Projects and Development Engineer is satisfied that LIM/PIM information provided is appropriate. • Service requests are responded to, or escalated, in a timely manner.
GIS & Database Administration · Primary GIS administrator in the organisation, including maintaining up to date GIS data. This includes administration of the ArcGIS Online, GIS Hub and locally hosted data. · Provide GIS support to the organisation. · Assist in completing internal audits of GIS use in the organisation, prepare improvement actions and manage the implementation of improvement actions.	· Data and information can be relied upon and efficiently shared with internal and external stakeholders. · Wider organisation is supported with GIS queries and tasks are performed. · Audits completed, improvement action plan prepared, and actions implemented.
Asset Software Administration · Collect asset data from the Development Engineering, Project Delivery Team and Operations Team related to new, renewed, upgraded, found, disposed and vested assets, reviewing the data for completeness and entering into the Asset Data System(s). · Support the Asset Manager in auditing the data, analysing and visualising the data to look for trends, gaps, discrepancies to inform continual improvement and decision making.	· Asset information is regularly collected, registered and updated, within two weeks, into the Asset Management System. · All software/data improvement options assessed, reported to Manager · Audits completed quarterly, improvement action plan updated, and actions implemented. · Licensing and agreements are tracked, maintained, and planned for.

· Assist in administering Councils suite of engineering related IT systems including licensing and agreements.	
Project Management · Manage or assist with projects as assigned by Asset Manager · Support the Asset Manager in preparing capital and operational programme scope documentation. · Support the Asset Manager in preparing and maintaining the Capital and Operations Works Programme	· Projects are appropriately managed and recorded in councils preferred systems. · Support provided as requested by the Asset manager · Support provided as requested by the Asset manager
Asset Reporting Administration · Provide administration assistance where required for annual funding applications from funding agencies, annual plans and long-term plans. · Provide administration assistance where required for quarterly reports.	· Funding applications/plans etc. are administratively supported as required. · ESD team are confident in the administration support provided for reporting aspects.
Relationships/communication • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive • Representing Council at appropriate events, meetings, and conferences • Building effective relationships with the other staff across Council	• Customers are satisfied and feedback is complimentary • Relationships with key decision-makers and opinion leaders in the community is positive and constructive • Communications material is well managed, accessible, and filed appropriately.
Personal Development · Develop and maintain professional knowledge and contacts.	· Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks · Attend training opportunities relevant to position and the Council.
Health and Safety · Take all reasonable care to ensure the health and safety of yourself and others. · Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions	· Events, near misses and injuries are reported in accordance with organisations requirements. · Engage in and promote health and safety in the front of house and related work areas.
Civil Defence · Undertake necessary training to ensure preparedness for Emergency Management.	· Support is provided during an emergency.

Other duties expected of position holder:
Undertake any other duties and functions as may be requested of you by your Manager.

Note:
The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Relevant tertiary qualification equivalent to Certificate or Diploma level in accounting, engineering, data management or IT orientated study OR proven experience and exposure of at least 2 years to Asset Management and the systems/ associated to it.
- Good knowledge of Asset Data Systems e.g. Univerus
- Good knowledge of GIS systems, processes and software including ArcGIS Online applications
- Good knowledge of local government processes and protocols
- Some proven knowledge of relevant local government legislation and environmental legislation
- An intermediate level of computer literacy using the Microsoft Office suite including online Office365 applications
- Proven experience with interpreting data and assessing large amounts of it

Key Job Competencies

- Entry to intermediate level accounting skills and practical experience
- Good knowledge of Asset Data Systems e.g. Univerus
- Good knowledge of GIS systems, processes and software including ArcGIS Online applications
- Good concept of project management skills
- Local government experience
- Entry to intermediate level accounting civil engineering skills and practical experience a bonus
- Well-developed interpersonal and communication skills
- Commercial acumen and political awareness
- Current drivers licence

Manager	Date
Position Holder	Date