

POSITION DESCRIPTION

PROJECT HANDOVER ASSET OFFICER

POSITION DETAILS

POSITION No:	4626	UNIT:	Strategic Asset Management
EMPLOYMENT STATUS:	Temporary – 3 Years	LOCATION:	Council Centre
DIVISION:	City Innovation	CLASSIFICATION:	MO Level 3

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community.

DIVISION OBJECTIVE

To deliver measurable operational improvements for the City of Hobart through managing, innovating and optimising the use of contemporary city-wide technology, information, process and portfolio management practices.

POSITION OBJECTIVE:

Ensure asset data is collected, updated and reported capturing essential information relating to new and existing assets associated with completed capital works projects including roads, stormwater, buildings, parks, sporting and bushland infrastructure assets.

KEY FUNCTIONS AND RESPONSIBILITIES

- Pro-actively assist project managers and asset managers with capturing asset data into the Asset Management Information System (AMIS) efficiently and effectively to minimise any backlog of completed capital works projects.
- Build effective professional relationships with Project Services Unit and Council's asset managers and project managers to confirm the scope, assets affected, and project costs.
- Undertake capital works asset related project set up and associated asset financial completion tasks in a timely manner, including identification of assets which are impacted by capital work projects, quantities and value of assets replaced, new infrastructure, and any assets to be disposed.
- Access and interrogate the AMIS with the objective of accurately transferring, manipulating, reporting and analysing new and existing asset quantities, condition, and financial data.
- Monitor the progress of the capital works programs through the Project and Portfolio Management (PPM) System



City of **HOBART**

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- Utilise Council's financial system to access project costs and associated expenditure

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

1. INTERNAL

Currently, the position reports to the Manager Strategic Asset Management. In future, this position will report to a new Asset Accountant.

Liaise closely with all asset managers and project managers across all Council Divisions, and staff within the Strategic Asset Management unit to collate all asset related information to process handovers and update the City's asset register.

Liaise with the Project Services Unit and Civil Works Unit to confirm the scope of projects for all internal and externally delivered works.

External

The role will liaise with Local governments, and contractors.

SELECTION CRITERIA

1. Advanced Diploma in Civil Engineering, asset management and or project management, or equivalent, with limited practical experience or significant relevant experience.
2. Knowledge and understanding of asset components and cost allocation to individual assets that relate to infrastructure assets, especially relating to roads, stormwater and parks.
3. Knowledge and understanding of asset financial revaluation processes that relate to capital works projects, especially civil infrastructure such as roads and stormwater.
4. Well developed project management skills and an ability to ensure projects are completed within agreed timeframes.
5. Competent in the use of standard asset management and finance computer software packages.
6. Well developed written and verbal communication skills with an ability to work cooperatively within a team environment.
7. Current Drivers Licence and Police Check.