

Position Description

Position Title:	Asset Project Officer
Directorate:	Infrastructure and Property
Service Unit:	Assets and Projects
Salary Point:	7 – 12
Position Reports To:	Assets – Stormwater Coordinator or Assets – Roads Coordinator or Assets – Support Services Coordinator
Staff Management:	Nil Direct Reports
Budget Responsibility:	Nil
Date PD Reviewed:	August 2019

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

Workplace Health & Safety

WHS RAA Level	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Develop and maintain asset management systems, including data capture, data entry, analysis and reporting to meet statutory and corporate requirements.
- Assist in the development and implementation of capital works and maintenance programs for assets.
- Assist in developing, maintaining and implementing policies, plans, technical drawings and strategies, relating to assets.
- Provide specialist technical expertise and professional advice to internal and external customers regarding City of Newcastle's assets.
- Investigate and resolve requests relating to City of Newcastle's assets.
- Translate and interpret specialist reports and apply analytical approaches and judgement to the development and assessment of City of Newcastle's assets.
- Assist in provision of contract documentation and development of grant applications.
- Build effective working relationships with internal and external customers and service providers as required, assessing their service needs, formulating infrastructure solutions and monitoring performance delivery.
- Contribute within a team environment that encourages safety, innovation and continuous improvement.
- Establish and maintain productive working relationships with relevant stakeholders.
- Carry out work in a manner that meets the expectations of CN's CREW ideals of Cooperation, Respect, Excellence and Wellbeing.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

Position Selection Criteria

Essential

1. Diploma in Civil, Environmental or Structural Engineering, or equivalent qualification.
2. Demonstrated technical knowledge and experience in an asset class such as drainage, roads, footpaths, structures and environmental assets.
3. Strong computer skills and knowledge of information management systems including Microsoft Office, Document Management Systems, Asset Management, GIS and Financial computer systems.
4. Proven analytical and problem-solving skills, based on a sound understanding of risk management principles.
5. Demonstrated negotiation, customer service and teamwork skills with the ability to build effective working relationships across City of Newcastle and with external service providers as required.
6. A high level of written and oral communication skills.
7. Knowledge and understanding of WHS practices and documentation as they would apply to this role.
8. Class C Drivers Licence and White Card.

Desirable

1. Understanding the principles of Total Asset Management
2. Local government experience in a similar role.
3. Skills and competencies in engineering design.
4. Demonstrated experience in the application of risk management principles for the management of assets.