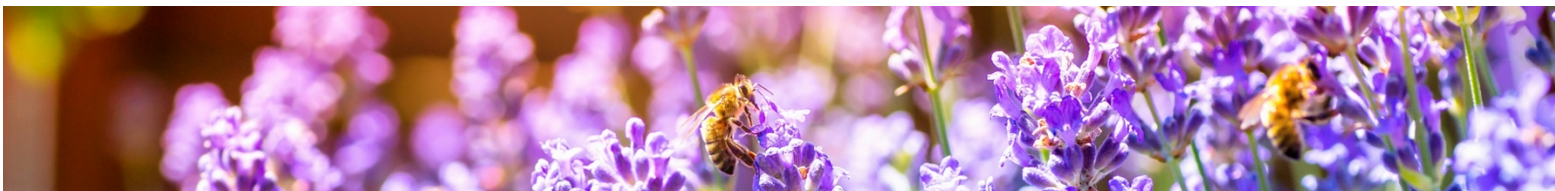


Position Description

Asset Officer – Community Projects



Branch	Assets	Position Grade	11
Division	Operations, Finance & Risk	Position Status	Permanent Full-time
Reports To	Asset Inspector – Parks & Buildings	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	Yes
Position Number	2AS035	Award	Local Government (State) Award
Date PD Authorised	11/05/2021	Award Band	Prof Band 3 Level 1

The Opportunity

Review and assess Applications to Carry Out Works on Council Property (ATCOW) as submitted by community organisations.

Key Responsibilities

1. Review and assess Applications to Carry Out Works on Council Property (ATCOW), make recommendations and determine outcomes for projects within delegated authority.
2. Facilitate internal and external consultation to ensure proposed works are in line with Council's plans and strategies.
3. Undertake site inductions for works approved through the ATCOW process and inspect various stages of construction works including but not limited to critical stage inspections and handover inspections.
4. Maintain accurate records pertaining to the completion of works and update the asset management system accordingly in conjunction with the Senior Asset Officer.
5. Maintain the ATCOW register and control all documents associated to applications.
6. Provide management and customer support for retail use of community land including Council footpaths in business zones. Consult with other departments within Council to ensure a safe and equitable use of footpaths within business zones.
7. Investigate Customer Action Requests related to future ATCOWs, such as requests for support letters for grant funding applications and breeches in the projects.
8. Assist in the management of WHS risks to ensure safety of staff, contractors and patrons including periodical inspections, site inductions, stop work orders, review of risk assessments and implementation of risk assessments and safe systems of work.
9. Actively promote community understanding of the ATCOW process through a range of engagement methods such as community workshops, surveys, printed media and media releases..

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.



Essential Criteria

1. Tertiary qualification in Building, Open Space, Project Management, Asset Management, engineering or commensurate industry experience
2. Demonstrated knowledge and experience in construction and maintenance of parks and building assets.
3. Extensive experience in capital project scoping and cost estimating relating to parks and buildings assets.
4. Demonstrated high level of computer literacy and experience using Microsoft Office suite.
5. Demonstrated understanding of Safe Work NSW requirements for undertaking various types of works, the qualifications needed and the types of safe systems of work documentation that needs to be in place.
6. Demonstrated knowledge and experience in developing risk assessments related to infrastructure assets.
7. Demonstrated understanding of the Building Code of Australia, SEPP (infrastructure and Exempt and Complying) and Building Classifications.
8. Well-developed interpersonal skills with the ability to liaise with a broad range of people, community groups, Councillors and public authorities.
9. Current NSW Drivers Licence (Class C).
10. Must be in possession of a valid White Card.

Desirable Criteria

- Local government experience in a similar position.
- Knowledge and experience in developing, updating and maintaining Asset Management Systems, related databases and GIS layers.
- Demonstrate the ability to understand the Wingecarribee Local Environmental Plan.

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Climbing ladders and entering crawl spaces for purposes of asset inspections
- Walking over rough terrain
- Repetitive work – sitting, standing, driving
- Working in inclement weather
- Working remotely

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<i>Manage Self</i>	<i>Intermediate</i>
	Display Resilience & Adaptability	N/A
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	<i>Influence and Negotiate</i>	<i>Intermediate</i>
 Results	Plan and Prioritise	N/A
	Think and Solve Problems	Intermediate
	Create and Innovate	N/A
	<i>Deliver Results</i>	<i>Adept</i>
 Resources	Finance	N/A
	Assets and Tools	Intermediate
	<i>Technology and Information</i>	<i>Intermediate</i>
	Procurement and Contracts	N/A
 Workforce Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

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Employee Name (Print)

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Witness Name (Print)

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Signature

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Signature

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Date

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Date