POSITION DESCRIPTION

Position Title	Senior Assets Officer
Department	Technical Services
Designation	Level 6 (Municipal Officer) ASTC EA
Position Number	**P3482**
Responsible To	Operations Manager – Technical Services
Position Status	Permanent, Full-time
Position Description Approved	21/8/2025

Position Overview

Working within the Technical Services Directorate, this position supports the effective management of the Technical Services Operations Unit by driving the development and improvement of Council's Asset Management Framework. This includes preparing Asset Management Plans for Council's asset classes, defining sustainable service levels, and advancing the implementation of the Asset Management Strategy.

The role contributes to the municipal plan by applying asset data to prioritise repair and maintenance works, improve maintenance efficiency, and reduce risk. It also fosters strong relationships and information sharing with key stakeholders, including Finance, asset owners, the risk management team, and maintenance teams.

Key Responsibilities

- Develop mechanism to better capture and improve asset data through modern technological advancements in relation to asset survey, renewal and replacement are researched and implemented as appropriate for Council.

- Plan, coordinate, and oversee the development and continual improvement of Council's Asset Management Framework, including maintenance of asset registers in collaboration with the Finance Officer – Assets.

- Develop, implement, and monitor asset management systems, processes, and software to ensure accurate, up-to-date data, and integrate with Council's Geographical Information Systems (GIS) in compliance with spatial data standards. This includes leading the evaluation and acquisition of new software solutions.

- Collaborate with the Finance Officer – Assets to ensure infrastructure assets (e.g., roads, bridges, drainage, paths, signage) are accurately valued, recorded, and maintained in asset management systems and plans.

- Ensure end-of-month and end-of-year asset-related tasks (e.g., project capitalisation, asset depreciation) are completed in accordance with applicable policy, standards, and legislation.

- Provide expert advice and technical guidance to management on budget development, financial planning, and life cycle management using asset data, systems, and best practice principles.

- Support financial reporting by preparing and delivering condition reports, asset valuations, and other required asset-related financial information.

- Develop and maintain a long-term financial plan for asset maintenance, replacement, and renewals, ensuring alignment with the Asset Management Plan.

- Research, evaluate, and implement technological advancements to improve asset data capture, surveying, renewal, and replacement processes, ensuring their suitability for Council's operational context.

- Uphold organisational values and behave according to ASTC's Code of Conduct, including treating other employees and the general public with respect.

- Maintain workplace health and safety, ensuring own safety and that of others in the workplace.

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

1. Tertiary qualification in related industry and/or equivalent substantial experience in similar role.

2. Current C class driver license to be able to drive in the NT.

3. Current National Criminal History check (less than 6 months old).

Selection Criteria

Essential

1. Relevant tertiary qualification in Civil Engineering, Asset Management, Building and Construction, or a similar relevant discipline and/or a recognised professional certificate in Asset Management Planning, combined with substantial relevant experience in an asset management leadership or coordination role.

2. Demonstrated experience in planning, leading, and delivering detailed asset management plans, developing efficient business processes, and applying interconnected business systems to improve organisational performance.

3. Proven experience in asset valuation, property and infrastructure condition assessment, and the strategic development and implementation of preventative maintenance plans and schedules.

4. Applied knowledge of risk management assessments and risk analysis methodologies and practices relevant to municipal infrastructure and service delivery.

5. High-level knowledge and experience in asset management for municipal assets (e.g., roads, paths, buildings, stormwater drainage), including the ability to interpret and apply relevant legislation, standards, and policies, and advanced use of asset management and strategic software systems.

6. High-level computer literacy, with expertise in Asset Management and GIS principles and practices, including spatial industry data standards.

7. Understanding of the design, budget planning, cost control, tendering, contract management, and delivery processes for civil works.

8. Excellent interpersonal and communication skills, with the ability to engage, negotiate, and influence internal and external stakeholders at all levels.

9. Experience in preparing Statements of Works (SOWs) and developing budgets for maintenance works, capital projects, and long-term financial planning.

10. Ability to work independently and collaboratively, with proven capacity to plan, coordinate, and deliver outcomes while managing competing priorities.

11. Excellent understanding of WH&S requirements, with the ability to monitor compliance and ensure contractors maintain a safe working environment.

Desirable
1. Understanding of Land titles and ownership within a Local Government context.
2. Qualifications as Quantity Surveyor or in Property Valuation.
3. Experience and ability to work in a diverse cross-cultural environment.

ACKNOWLEDGEMENT
I have received a copy of this Position Description and have read and understand its contents.

Team Member Name: _____::FIRSTNAME:: ::LASTNAME::_____

Signature: _____::SIGNATURE::_____   Date: _____ _____