

# Position Description (Employee)

## Asset Officer

Division	City Services
Business Unit	City Greening and Leisure
Grade/Band	Band 4
Date position description approved	21 June 2021

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six-core values guide everything we do at the City.

### Primary purpose of the position

Assist in the maintenance and management of asset information data in the Corporate Asset Management System (CAMS) to ensure assets are sustainably and effectively managed and to inform improvements in service delivery. This includes developing and documenting processes to support the continual improvement of business efficiencies across City Greening and Leisure Performance and Sustainability Team, to enable the business to achieve the Sustainable Sydney 2030 objectives and sustainable asset management of City Greening and Leisure assets.

### Key accountabilities

- Contribute to the preparation and administration of multiple City Greening and Leisure Asset Management Plans, asset and performance reporting.
- Support and assist the development of technical standards, procedures, and guidelines to enable a consistent approach to asset management, data capture and reporting.
- Provide technical reports and data analysis related to asset management activities to quantify change applicable to corporate business targets.
- Ensure data integrity, accuracy, and currency of assets within systems.

- Provide technical support and training to system users.
- Provide quality customer service to internal staff and other stakeholders.

## Key challenges

- Delivering accurate and consistent work within a high-volume environment.
- Building asset management capabilities and effective use of tools (CAMS GIS) within the business unit through training, coaching and support
- Establishing and maintaining effective partnerships with multiple stakeholders and consulting effectively to drive strategic objectives.

## Key relationships

Who	Why
<b>Internal</b>	
City Greening and Leisure Management and sector team	<ul style="list-style-type: none"> <li>• Receive information on progress towards business objectives and discuss future directions</li> <li>• Contribute to decision making</li> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Project Teams	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members</li> <li>• Lead discussions and decisions regarding key projects and deliverables</li> </ul>
Stakeholders (e.g. Parks Operations, Assets Strategy & Systems)	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> <li>• Work collaboratively to ensure alignment with organizational asset management requirements</li> </ul>
<b>External</b>	
Customers	<ul style="list-style-type: none"> <li>• Provide information</li> <li>• Manage expectations and resolve issues</li> </ul>
Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Communicate needs, facilitate routine business transactions and resolve issues</li> <li>• Develop, negotiate and manage contracts and service agreements</li> </ul>

## Key dimensions

### Decision making

Decision making responsibilities of the position and more formal delegations in compliance with Council policies. The position is accountable for decisions regarding all project operational objectives and for the provision of advice to manager, project team members and relevant stakeholders on day to day operational decisions.

Be accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behavior and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

## Reports to

Team Leader – Asset Management Systems Administrator

## Essential Knowledge, Skills & Experience

- Experience with Relational Database Management Systems (RDBMS) with technical skills in database management and data analysis or experience with Geographic Information Systems, with knowledge and/or experience with Arcmap.
- Well-developed interpersonal skills and excellent written and oral communication skills.
- Demonstrated experience in collaborating and negotiating with multi-disciplinary teams, internal and external stakeholders to drive high quality outcomes.
- Experience with developing and improving stakeholders' knowledge and skills of a system, system functionality and the procedures used within it.
- Technical skills in Microsoft Applications (Windows, Excel, Access and other programs used by Council).
- Current NSW drivers' license.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	<b>Demonstrate Accountability</b>	Adept
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
Relationships	<b>Work Collaboratively</b>	Adept
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Adept
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	Intermediate
Resources	Finance	Foundational
	Technology and Information	Intermediate
	<b>Assets and Tools</b>	Adept
	Procurement and Contracts	Foundational

*\*This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

## Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Is prepared to make decisions within own level of authority</li> <li>Takes an active role in managing issues in the team.</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>Identifies opportunities to work together with other teams/units</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>Asks questions to get to the heart of the issue and define the problem clearly.</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>Contributes quality information about council and community assets to asset registers</li> <li>Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>Is aware of asset management risks and actions to manage and mitigate these</li> </ul>