



POSITION TITLE:	Asset Officer
AWARD CLASSIFICATION:	Victorian Local Authorities Award, 2001
BAND:	5
DEPARTMENT:	Assets and Development Services
LOCATION:	Beaufort
TERM OF TENURE:	Fulltime
START DATE:	TBC
COMPLETION DATE:	Ongoing
APPROVED DATE:	January 2026
REVIEWED DATE:	January 2026
PREPARED BY:	Manager Assets

COUNCIL VISION: We put our Pyrenees communities at the centre of all decision-making. Through our focus on wellbeing, community connections and supporting all life stages, we aim to create vibrant, resilient, inclusive communities where visitors and residents want to live, invest and thrive. Our Vision is for a vibrant shire where economic growth and innovation go hand in hand with supporting key industry sectors, the natural environment and small-town sustainability.

VALUES:

Service	Our citizens, community and service users are the focus of all our actions
Accountability	We are responsible for our actions, which are open for review
Innovation	We encourage and seek new ideas in finding solutions
Teamwork	We share our skills, knowledge and experience as part of a team and work together towards achieving Council's goals
Recognition	We promote the achievements and efforts of others
Safety	We look after our environment and the welfare of others
Integrity	We are open and honest and work to the best of our ability
Respect	We acknowledge the opinions of others and their rights and differences

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Assets
Supervises:	Contractors, tradespeople, Council works crew
Internal Liaison:	All staff and Councillors
External Liaison:	General Public, Suppliers, Community organisations, Statutory Authorities, other Government departments and authorities, consultants.

1. POSITION OVERVIEW:

The objectives of the role of the Asset Officer are:

- a) Manage responsive and scheduled maintenance of Council assets including buildings, parks and public furniture, playgrounds, bores, and other infrastructure
- b) To provide technical and logistical support to the Assets team where required.
- c) To provide timely and accurate customer service support for asset related enquires.
- d) To undertake infrastructure data collection and associated tasks as required.
- e) Coordinate and undertake relevant technical and condition assessment of assets.
- f) Assist with the delivery of Council's responsibilities under the Road Management Act 2004 and relevant regulations.

2. POSITION KEY SELECTION CRITERIA

1. Relevant experience in technical related positions with a high level of understanding of building and civil infrastructure maintenance, Essential Safety Measures requirements and asbestos management.
2. Proven skills in the management and delivery of a broad range of maintenance services and projects on time and within budget.
3. Demonstrated proficiency in database management skills including the use of spreadsheet and word processing packages.
4. Possessing well developed interpersonal, written and verbal communication skills.
5. Proven experience in asset management, data collection, condition assessment, basic site measurements and surveying and other technical related fields.
6. Demonstrated ability to adapt quickly to new situations, show initiative and respond positively to challenges and strive for continuous improvements.
7. Coordinate Council works crews and contractors to ensure timely work completion and quality standards.
8. Experience in developing cost estimates and budgets, as well as management of expenditure.

2.1 Position Responsibilities

- a) Key point of contact for all customer action requests (internal and external) in relation to buildings, footpath, kerb and channel, bores, parks and public furniture, playgrounds and other infrastructure.
- b) Determine action required for all relevant asset enquiries where Council is the Asset Manager.
- c) Coordinate and/or undertake data collection for engineering works or asset management.
- d) Manage reactive asset maintenance of Council's building and other assets ensuring timely repairs and/or associated risk management.
- e) Coordinate programmed asset maintenance of Council's buildings and other assets to maintain quality and function of assets.
- f) Coordinate the input and maintenance of data contained in Council's Asset Management data bases.
- g) Undertake asset inventory and condition data collection.
- h) Manage the procurement of services within Council Policies and The Local Government act 2020.

- i) Any other duties as reasonably directed by Manager Assets, within the employee's skill, competence and training, including maintenance services and minor contracts.

2.2 Corporate Responsibilities

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy, and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft, or other losses immediately.
- c) All staff shall create full and accurate records of work-related decisions and activities; and save these records into the corporate electronic document management system in accordance with Council's Records or Information Management Policies.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief, and recovery services to our community.

2.3 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

2.4 Risk Management and Occupational Health & Safety

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and wellbeing of anyone else who may be affected by their acts or omissions in the workplace.
- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses.

3. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	<ul style="list-style-type: none"> Understand, articulate and give expression to PSC's Mission, Vision and Values to others. Take pride in being trustworthy. Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day to day work and the contribution you make to the broader organisation.	<ul style="list-style-type: none"> Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. Establish methods for staying in tune with industry trends. Understand the wider environment in which PSC operates by keeping up-to date with new developments. Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	<ul style="list-style-type: none"> Think positively and remain open-minded even when faced with obstacles. Be resilient and flexible in approach to work. Think creatively when implementing change initiatives in the context of your work. Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	<ul style="list-style-type: none"> Respond to requests for service in a timely and thorough manner. Do what is appropriate to ensure stakeholder expectations are met. Prioritise stakeholder needs. Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	<ul style="list-style-type: none"> Demonstrate high levels of personal engagement and inclusiveness amongst peers. Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. Be a team player; share information and see the benefits of working as a team. Keep others informed and up to date about what is happening.
Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	<ul style="list-style-type: none"> Provide accurate and timely information in the right amounts to others to support their work. Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. Pay attention and listen to others, taking time to build rapport. Demonstrate respect for others and how they are feeling.

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	<ul style="list-style-type: none"> • Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	<ul style="list-style-type: none"> • Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	<ul style="list-style-type: none"> • Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in work flow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	<ul style="list-style-type: none"> • Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) Accountable for the efficient flow of relevant asset and infrastructure information and ensuring accurate asset information is kept and appropriate reports and presentations are completed as required.
- b) Assist with the supervision and allocation of resources, where appropriate, to assist with the management of Councils Asset Maintenance programs and budgets.
- c) At times may be responsible for the planning of own work and seek direction from their direct supervisor for most tasks.

5. JUDGEMENT AND DECISION-MAKING

- a) Prioritise daily functions and coordinate specific tasks to ensure outcomes are achieved.
- b) Provide accurate advice by making informed decisions based upon up-to-date information.
- c) Exercise judgment and decision making as required for the functions of this position in accordance with appropriate professional standards.

6. INTERPERSONAL SKILLS

- a) Sound written and verbal communication skills
- b) Demonstrate punctuality, initiative and enthusiasm.
- c) Commitment to working in a team environment.

7. MANAGEMENT SKILLS

- a) Ability to effectively prioritise tasks to achieve targets.
- b) Ability to implement policies and practices relevant to the position.

8. SPECIALIST KNOWLEDGE AND SKILLS

- a) Demonstrated commitment to public consultation.
- b) Ability to utilise systems for the collection and analysis of data, performance reporting and monitoring.
- c) Excellent knowledge of Microsoft products and knowledge of other database and software applications relevant to the position.
- d) An understanding of engineering drawings and conceptual plans.
- e) An understanding of infrastructure inspection and data collection techniques and processes.
- f) Ability to develop sketch designs to facilitate repairs and maintenance works.
- g) Understanding of how Local Government operates and relevant legislation that it is governed by.

9. QUALIFICATIONS AND EXPERIENCE

- a) Current Driver's Licence.
- b) Relevant experience in technical related positions with a high level of understanding of building maintenance.

10. AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature:

Employee name:

Supervisor signature:

Date:

Supervisor name:

Date:

CEO signature:

Jim Nolan

**Manager People &
Culture signature:**

Date:

Date: