

POSITION DESCRIPTION

Position title	Coordinator Asset Information
Section	Asset Systems
Employment type	Full Time Permanent
Classification	Band 7
Location	Warrnambool
Date Approved	November 2021
Approving Officer	Branch Manager Asset Systems

POSITION OBJECTIVES

To maintain and develop the Corporation's Asset Data, Asset Management System and Geographical Information System.

To manage and develop a team of skilled spatial and asset information system professionals.

To ensure the accuracy, availability and relevance of the organisations asset information to facilitate the extended the use and application of Asset Information to support decision making to achieve corporate goals of improved asset management in Wannon Water.

KEY RESPONSIBILITIES & DUTIES

Spatial and Asset Information Systems

A key proponent to the development of the Asset Information Strategy, ensuring alignment with the corporate and business strategies.

Provide operational support, upgrades and developments, and training sessions across the user base, to enhance the usability and usefulness of the corporate Geographical Information Systems and Asset Management Information Systems.

Review the performance of existing systems and processes, and develop and implement strategic plans and action plans

Identify and introduce integration strategies for all Asset Information Systems.

The position shall manage Asset Information staff involved in creation of new spatial and asset data in Wannon Water's AMIS and GIS. This includes setting of goals and objectives for these staff and supervision and direction of their activities.

Advise and support Wannon Water users with access to asset data, data visualisation techniques and other spatial services that can be offered

Business System Integration

To be Wannon Water's expert in asset data and provide specialist advice on the integration of Wannon Water's asset data with other business systems such as work management systems, finance systems, modelling systems, etc.;

Develop and maintain new asset data workflow processes and asset information collection methods;

Responsible for the delivery of GIS projects as identified within the Asset Information Management Systems Roadmap when defined;

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Ensure that strong change management practices are followed for implementing system changes.

Asset Register

Develop, maintain and revise data structures for all asset data and asset information;
Maintain an up-to-date asset register of the water supply, wastewater and corporate assets of the Corporation, incorporating both financial and physical asset attributes;
Develop and document procedures relating to the maintenance of the asset and spatial information management system;
Develop and ensure that all procedures and practices are in place and followed for the collection of comprehensive, accurate and reliable data about the Authority's assets, their condition and performance;
Manage user security and access to the relevant managed systems;

Asset Capitalisation

Ensure that information is provided to the Finance Department for the financial maintenance of the asset database;
Liaise with the Finance & Regulation Department for the creation and disposal of assets;
Ensure that all regulatory and corporate reporting from the Conquest system is provided as and when required;

Asset Valuation

As a specialist activity, in coordination with the Branch Manager Finance and Regulation, to develop the requirements for the revaluation of all Wannon Water's assets and to collaborate with relevant internal stakeholders and external consultants / contractors to undertake the periodic revaluation of all assets;
Upon completion of the revaluation, all necessary changes to business systems shall be undertaken including the updating of the Conquest asset register.

Team

Be an effective member of the Assets Team and contribute to ensuring that the Corporate Vision, Mission, Values and Strategic Directions of Wannon Water are delivered.
Mentor and guide members of Asset Information team
Be committed to the implementation of the agreed outcomes of the continued improvement programs.
Implement relevant aspects of Wannon Water's Asset Management Improvement Plan
Development, implementation and review of policies and procedures required for the functional aspects of the Asset Information Team

Supervision of performance management. This includes conducting annual and interim performance appraisals.

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ORGANISATIONAL RELATIONSHIPS

Responsible to	Branch Manager Asset Systems
Responsible for	Asset Information Team
Internal liaison	Digital Platform Manager – Assets IT Operations Manager Development Services Manager Enterprise Architecture Committee Information Governance Committee All Wannon Water Employees
External liaison	Local Government Areas, Developers, Consultants, Vendors, Customers, Utilities and Other Water Companies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The development and maintenance of Wannon Water's asset register and related asset information systems is an essential and key part of managing Wannon Water's extensive asset portfolio. This requires significant accountability and authority for this including:

- Decisions/directions regarding each activity to be developed and proposed by the incumbent and in consultation with relevant stakeholders (principally managers), to be implemented by the incumbent and relevant persons;
- The position will provide input to the revision and development of Asset Management System documentation (policy, strategies, plans) relevant to asset information systems;
- In consultation with relevant Managers and senior staff, the incumbent is responsible for the administration and maintenance of the Corporation's Asset Management Information System;
- The position will directly manage the activities of the Asset Information and Development Officer, the Facilities Asset Information Officer and the GIS Officers;
- In developing and reviewing asset data procedures and practices relevant to the software system, the work will be investigative, analytical and require creativity with freedom to act prescribed by the Branch Manager.

JUDGEMENT AND DECISION MAKING

- The position is responsible for the efficient and effective operation and utilisation of the asset management and geographical information systems. This will involve problem solving and creativity to develop required use of the software system and address problems and issues as they arise;
- General guidance and advice is not always available; Specific guidance and advice relating to the functioning of the GIS and AMIS services may not be available from within the organisation.
- The incumbent will be the corporate expert for the administration, management and user support from the corporate asset data in Wannon Water.
- Projects are often problem-solving in nature and require solutions to be developed from theory, precedence or experience.
- Input will be required into policy and strategy review, development and implementation.

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SPECIALIST SKILLS & KNOWLEDGE

The position requires strong leadership skills to lead and motivate staff, general management skills, a sound knowledge of water, wastewater and recycled water systems and regulatory requirements.

Technical skills and knowledge required for this position are:

- A strong knowledge of database systems and MS Office applications;
 - The ability to design, develop and construct databases to meet specific needs;
 - The ability to effectively merge, manipulate and summarise data in various software packages;
 - The ability to resolve specialist and routine technical issues;
 - A practical knowledge of the life cycle regime of infrastructure assets used in the provision of water supply and wastewater services;
 - A deep understanding of the methods of accounting for non-current assets;
 - A broad appreciation of asset failure modes and condition determining techniques;
 - An appreciation of the risks faced in providing water and wastewater services and of response/recovery procedures;
 - A strong understanding of the relevant technology, procedures and processes used within the Assets Systems area.
 - A wide breadth of technical knowledge and experience in the supervision of GIS professionals, Geographical Information Systems and their impact on the wider organisation.
 - Specialist engineering knowledge in regard to CAD and "As Constructed" surveying
- Knowledge and operation of specialist equipment:
- Knowledge & experience using survey equipment including GNSS and UAV;
 - software packages in particular the Autodesk range of products, Munsys/Enlighten, MapInfo, FME, Oracle Databases & QGIS;
 - Ability to provide theoretical formulae and scientific approaches to problems

Other knowledge and skills required are:

- An appreciation of the importance of customer service in the provision of water supply and sewerage services;
- Knowledge and familiarity of the principles of budgeting and financial management for the area managed by the position;
- A deep understanding of the goals of the Asset Systems team and the relevant policies of both the Branch and the wider organisation; and
- In particular an appreciation and understanding of Wannon Water's corporate objectives and how improved asset management will contribute to achieving these.

MANAGEMENT SKILLS

- The incumbent is expected to be able to plan and organise one's own work and that of other employees, to achieve set objectives;
- The position will generally require that the person work on their own, relying on their own resources and to work in teams;

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- The position will supervise and train AMIS and GIS users and potential users in the use of the asset management information and geographical information system;
- The incumbent shall have appropriate management skills to manage the activities of staff involved in specialist asset information activities;
- The recruitment and development of employees; and
- Works effectively with and through others as a member of one or more teams focused on executing the platform strategy

INTERPERSONAL SKILLS

This position requires strong interpersonal skills to work effectively with a range of stakeholders to communicate, liaise, collaborate and negotiate with them to achieve efficient and effective asset data in Wannon Water. Specifically the incumbent must have:

- The ability to work both independently and in a team environment to accomplish the given task and be able to demonstrate systematic and thorough approach to achieving results;
- Collaboration skills to effectively work with various stake-holders in order to accomplish the given task;
- Strong interpersonal and communication skills to work with a range of person to achieve a broad roll-out and use of AMIS and GIS within Wannon Water;
- Requires skills in written communication to enable the preparation of routine correspondence and reports;
- A high level of oral and written communication skills. The communication is to be at a level suitable for Board presentation.
- To develop a network of counterparts in other organisations to discuss specialist matters, provide guidance and support, and to solve problems.
- The ability to lead, motivate and develop employees.
- Effective in translating technical language into business language as needed to bridge the gap between business and technical professionals

QUALIFICATIONS & EXPERIENCE

Essential:

- Relevant qualifications in asset management and/or information management;
- Substantial experience in the water and sewerage industry;
- Strong experience in computer applications particularly MS Office;
- Substantial experience in data management;
- Substantial specialist experience in an asset management information system;
- Several years' experience with Geographical Information Systems, Computer Aided Drafting and "As Constructed" surveying.

Desirable:

- Experience in developing and maintaining AMIS and/or GIS;
- Several years' experience in the water industry or related utility.
- Experience in managing staff.

A copy of current driver's licence is required for inclusion on personnel record.

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Evidence of current COVID-19 vaccination is to be provided.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:

Our slogan

- Think It!
- Work It!
- Own It!

Our Values

- People Focused
- Respect
- Collaboration
- Innovation
- Integrity

We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

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Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

Minimum Employment Period

All successful applicants will be subject to six month minimum employment period as per the Fair Work Act 2009

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for their personal gain or advantage, nor disclose any confidential information which may be acquired as a result of their employment by the Corporation".

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 45001 (AS/NZS ISO 45001). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to

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identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____