

Position description

Asset Lifecycle Officer



Department	Asset Lifecycle Officer
Employment type	Temporary
Classification	Band 6
Location	Warrnambool
Date approved	August 2026
Approving Officer	Executive Infrastructure Development

Position objectives

The primary function of this role is to support the delivery of Wannon Waters Asset Management Systems with a key focus of assisting and supporting teams by gathering knowledge and information about our assets to improve how our assets are managed through their life and support the team to continually improve and streamline our process.

The asset lifecycle officer will co-ordinate, develop and maintain asset management systems and plans to support the whole life cycle of Wannon Water's assets, including implementing condition assessments, preventative maintenance and asset replacement programs. The role will have a focus on improving systems for capturing information about assets to ensure they are adequately recorded and managed, including progressively identifying asset condition and to develop proactive renewal and maintenance programs. At times this will involve managing contractors and consultants to provide this information.

The role requires the team member to work across Wannon Water and collaborate with departments to gain asset management knowledge and advice, by leading the co-ordination of internal stakeholder engagement on asset classes with the aim of continually improving the way our assets are managed.

Key responsibilities and duties

Asset Management Life Cycle Management

- Coordinate and drive the development and implementation of Wannon Water's asset management plans and processes to ensure alignment with the Asset Management Accountability Framework and ISO55001 and meeting the requirements of internal stakeholders.
- Promote the understanding of the principles of whole of life asset management and the necessary integration of practices and processes between business groups.
- Assist in assessing and revising current business processes and workflows to support better alignment with our corporate objectives and obtain business efficiencies.
- Support and drive the effective management of the whole Life cycle of Wannon water assets.
- Provide recommendations to the Asset Management Co-ordinator on the most appropriate life cycle management strategy of Wannon water assets.
- Identify and recommend condition assessment programs.

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- Plan, co-ordinate and deliver asset condition assessment programs and assessments, including project management of appropriate contractors or consultants.
- Monitor the performance of preventative maintenance programs.
- In conjunction with the Asset Management Co-ordinator identify and develop new maintenance programs where required.
- In conjunction with the Asset Management Co-ordinator, identify appropriate asset renewals and replacement programs that inform the 5 yearly pricing submission.

Teamwork

- Be an effective contributing member of the Asset Systems branch and committed to the collaboration on the implementation and maintenance of Asset Management plans and Maintenance strategies within set timeframes.
- Collaborate with all Departments and Branches required to ensure the effective management of the asset life cycle.

Specific Duties

- Prepare routine reports as required by the Branch Manager Asset Systems and Coordinator of Asset Management and carry out other duties as directed from time to time.

Organisational relationships

Responsible to Manager Asset Lifecycle

Responsible for

Internal liaison

External liaison Public Authorities, Regulators, Consultants, Contractors, customers and public

Accountability and extent of authority

Assist in the management of resources, provide advice to customers and internal stakeholder and participate in the development of asset management system.

The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. This position is expected to be self-sufficient in the delivery of projects and project outcomes.

The extent of authority is to use one's own initiative and judgement in presenting proposals to management and engaging with other departments and branches to present and propose initiatives and changes.

This position is responsible for ensuring that all employees and contractors work in a safe environment and use sound and safe work practices which results in maximising health and safety in accordance with the relevant safety legislation and Wannon Water's Zero Harm culture.



Judgement and decision making

- The position is responsible for the efficient and effective production and execution of systems to support preventative maintenance and asset renewal activities. This will involve problem solving and creativity to develop appropriate programs and address problems and issues as they arise.
- While guidance and advice will be available from senior persons in the Branch it is required that the incumbent will generally act autonomously within this guidance.
- The incumbent will be required to initiate collaboration and lead the consultation and engagement process with other teams on their own accord.

Specialist skills and knowledge

The following skills and knowledge are desirable for the incumbent:

- Engineering or Project Management experience relevant to the role.
- Experience and knowledge in the water industry.
- Experience and knowledge of Hazard and Risk Management.
- A good knowledge of the life cycle of infrastructure assets including asset renewal planning.
- An understanding of effective maintenance principles and asset performance assessment and how they can be applied to improve how we manage our assets.
- An understanding of asset failure modes and condition assessment techniques.
- An understanding of ISO management systems, desirably ISO 55001.
- A systemic approach to problem solving and the ability to resolve routine and unusual technical issues.
- An operating knowledge of database systems and MS Office applications.
- Good documentation skills.

Management skills

The incumbent is expected to be able to self-motivate, set priorities, plan and organise one's own work, to achieve specific objectives with the resources available.

The position may at times require that the person work on their own, relying on their own resources and at other times to work in teams. Guidance and advice is available for this position.

Act as a lead of projects as directed by BM Asset Systems

Interpersonal skills

The Asset Lifecycle Officer must have excellent communication skills to communicate with all work groups involved in the asset management process and lead the collaboration process or the asset life cycle. The Asset Lifecycle Officer will need to be a confident communicator who can partake in difficult and technical conversations with stakeholders and contractors.

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Qualifications and experience

Desirable skills and experience including the following:

- Qualifications in asset management, engineering, and/or project management or strong relevant field experience in the management and maintenance of assets.
- Experience in maintenance management and asset renewal planning.
- Experience or knowledge of the water supply and sewerage industry.
- Experience in developing and maintaining Asset Management Systems and the management of asset data.
- Knowledge and experience in condition assessment and performance monitoring.
- Knowledge on the use of Work Management Software (preferably Maximo).
- Experience in computer applications particularly MS Office.
- A current Australian driver licence is required.

Our values and Code of Conduct

All employees are required to act in accordance with the Code of Conduct for Victorian Public Sector Employees and demonstrate the Victorian Public Sector values of responsiveness, integrity, impartiality, accountability, respect, leadership and human rights, together with Wannon Water's organisational values.



Inclusion and diversity

We embrace all forms of diversity and promote family friendly working hours and leave arrangements to ensure our workforce reflects the community that we serve.

Policies and procedures

All employees are required to adhere to systems, policies and procedures in relation to our activities. Employees shall not use their position for personal gain or advantage, nor disclose any confidential information acquired through employment by the Corporation.

Occupational health and safety

We've developed OH&S policies and procedures designed to meet the requirements of the internationally recognised Australian Standard/New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment.

Equal employment opportunity

We follow the principles of equal employment opportunity and every employee is responsible for ensuring the workplace is free from discrimination.



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Training and development

Well-planned training is crucial to our success. Managers and employees work collaboratively to identify training and development needs to equip our employees with the necessary knowledge and skills to perform their roles effectively. Each year, managers conduct performance reviews with employees to identify, plan, and initiate relevant training and development for the upcoming twelve months.

Signature

Employee Name

Employee Signature

Date

