



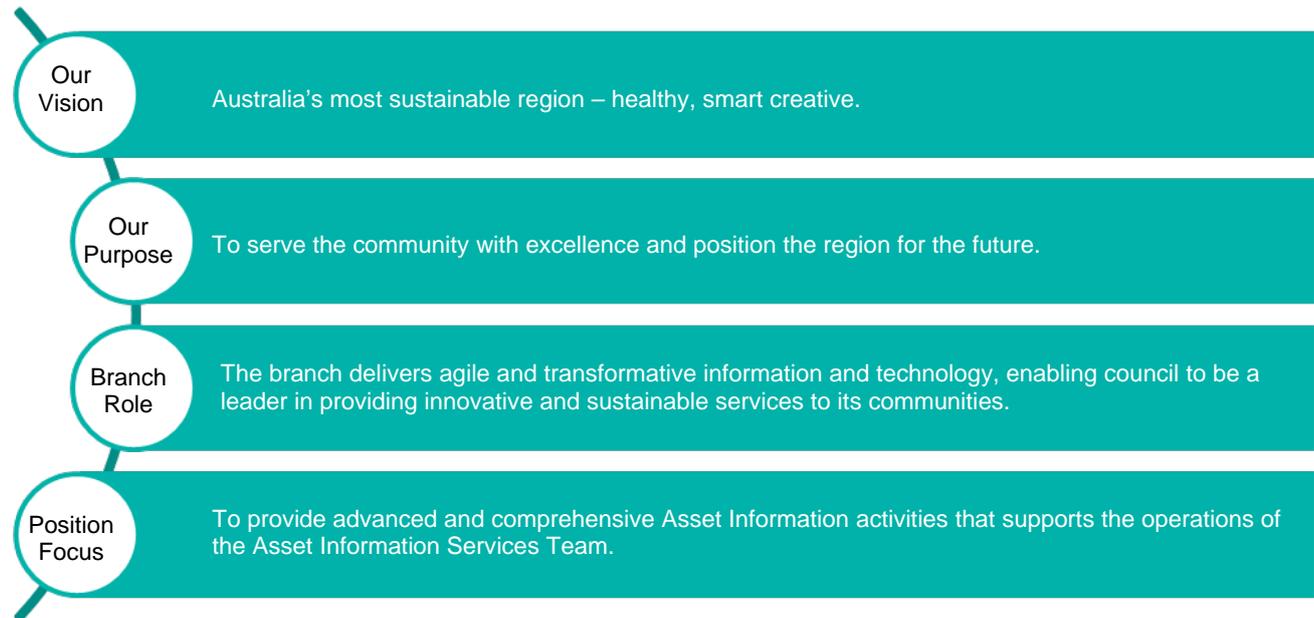
Position Profile

4118 – Asset Information Support Officer – Asset Management

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia’s most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council’s 2020-2024 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees’ passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

Respect for each other in our working relationships

Being our best by continuing to learn, grow, challenge and change

Working as one team across the organisation and with our community

High standards in our conduct, service and governance

Service excellence for our customers and each other

Our Corporate Plan Goals

1. **A Smart Economy** – A prosperous, high-value economy of choice for business, investment and employment.
2. **A Strong Community** – In all our communities, people are included, treated with respect and opportunities are available to all.
3. **A Healthy Environment** – Maintaining and enhancing the region's natural assets, liveability and environmental credentials.
4. **Service Excellence** – Positive experiences for our customers, great services to our community.
5. **An Outstanding Organisation** – A high performing, innovative and customer-focused organisation marked by great people, good governance and regional leadership.

Position Summary

Position title	Asset Information Support Officer		
Position number	4118		
Reports to	Team Leader Asset Information Services		
Position type	Establishment		
Position classification	Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 3		
Group	Built Infrastructure		
Branch	Asset Management		
Team	Asset Information Services		
Employment area	Sunshine Coast	Current Location	Nambour
Team leadership/ supervision	N/A		
Internal liaison	Coordinator, Manager, team members and other Council Employees.		
External liaison	Community / customers, local or government authorities, business and industry customers.		
Delegations	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety (WH&S) and environmental management responsibilities.		
Date last reviewed	04 December 2020		

Key Responsibilities

- Ensure delivery of DBYD and Stormwater As Constructed Plan requests within two working days
- Provide support to the Asset Information Officers to ensure the accurate collection, recording and reporting of As Constructed data using appropriate technologies such as corporate Geographic Information Systems (GIS), ADAC (Asset Design & As Constructed software) and various corporate Asset Management Systems (Assetic and Maximo)
- Assist in the creation/management of asset information datasets in Spatial and Asset Management Systems for the purpose of asset identification, condition assessment and valuation
- Provide basic training in Spatial and Asset Management Systems to skill users with the ability to view and/or edit the asset data
- Provide basic technical assistance to enable business areas to perform field and desktop maintenance of these datasets
- Supply mapping products and reports to council branches and business units as required
- Provide quality and timely spatial data products responding to both internal and external requests
- Contribute to the ongoing development of data management systems and associated processes for the collection, recording and reporting of asset related information
- Comply with the requirements of the quality assurance system and assist with development of procedures as required

- Assist Asset Information Officers in field capture/validation of asset data
- Assist the team by contributing to continual business improvement tasks and activities in addition to practicing job-task rotation or assistance, during absences, peak periods and other times the team may require
- Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture
- Such other relevant duties as required from time to time which would generally fall within the scope of this position

Key Requirements

- Certificate III and/or IV in Geographic Information Systems or a combination of experience, expertise and competency relevant to the position
- Together with energy, enthusiasm and commitment, successful applicants will be able to demonstrate knowledge and skills in:
 - Asset Management Systems;
 - The operation of GIS software in a Windows environment; and
 - Property System use.
- Ability to acquire the skills to read & interpret engineering plans and drawings
- Display positive communication and motivation – that is being a professional with a “can do” attitude and self-motivated
- Time management, work prioritisation and organisational skills as well as the ability to resolve minor work procedural issues
- Effective interpersonal skills including the ability to work as an effective and positive team member in a customer focused and flexible environment
- Strong communication and customer service skills with demonstrated ability to prepare standard business correspondence and use initiative and sound judgement to guide customers and resolve problems often requiring tact, diplomacy and sensitivity
- Proficiency in relevant computer software, applications, systems, databases and mobile devices which could include Microsoft Office suite, electronic data content management, customer management, property and/or financial and human resource systems
- “C” Class drivers licence – occasional requirement to perform field inspection work to validate asset information

Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪
 Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪
 Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.

Recruitment process

4118 – Asset Information Support Officer

Vacancy number	766
Contact person	Bob Jordan
Contact details	(07) 5475 8719

What to include in your application

Your written application should include:

- a covering letter detailing your suitability for the role in Council including your ability to fulfil the key responsibilities and requirements of the position, including details of any specific or mandatory qualifications – 2-3 pages maximum; and
- a current resume or curriculum vitae.

Submitting your application

- **External candidates:** submit online at <https://careers.sunshinecoast.qld.gov.au/>
- **Internal employees:** Online via PeopleHUB > Careers.
- Both PDF and Word documents are accepted file formats, with a preference for PDF.

Additional information

- Additional information for applicants is available at www.sunshinecoast.qld.gov.au
- A range of assessment methods may be used to assist selection, including psychometric testing and competency based testing on occasions.

Sunshine Coast Council is an equal opportunity employer that values cultural and physical diversity.

Through our [Reconciliation Action Plan](#), Sunshine Coast Council also supports social and economic opportunities for Traditional Owners, the Kabi Kabi and Jinibara people and the broader First Nations community and as such strongly encourages local, First Nations people to apply.