

POSITION DESCRIPTION

Position Title Asset Management Finance and Insurance Officer	HR5018 Position Level Level 5/6 – City of Bunbury Employees 2024 Enterprise Agreement	Reports to Coordinator Engineering Infrastructure Asset Planning	Location Works Depot
Role of position Undertaking tasks relating to Infrastructure asset Accounting, data management & asset management systems (70% of role) & coordinate the City's insurance management activities (30% of role).			
Accountabilities Infrastructure Asset Accounting <ul style="list-style-type: none"> Provide statutory end of financial year information for infrastructure assets, within specified time frames and liaise with Finance Department and external auditors to ensure financial compliance. Monitor depreciation rates and maintain depreciation on all Infrastructure assets in consultation with Manager of Finance. Maintain a schedule for asset revaluations in accordance with legislative and policy requirements. Maintain Infrastructure Asset Register including the additions, disposals and movement of assets. Compile and submit annual asset related reporting to WA Local Govt Association (WALGA) and WA Local Government Grants Commission (WALGGC) within required timeframes. Asset Management Systems <ul style="list-style-type: none"> Assist Coordinator Engineering – Infrastructure Asset Planning with developing and establishing procedures across the organisation to improve the City's Asset Management System. Data Management <ul style="list-style-type: none"> Develop, review and update infrastructure asset management data management procedures to ensure the functionality, accuracy and integrity of Asset Management systems. Undertake internal audits of asset register and adjust as required to ensure ongoing integrity of asset register data. This includes data such as unit rates, useful lives and age of condition and valuation data. Provision of Asset register information as required to assist with project planning for capital renewal projects. Insurance Management <ul style="list-style-type: none"> Coordinate the City's insurance activities including providing advice to the organisation and review annually the City's insurance schedule to ensure the best value for money is being obtained. Administer and follow up claims lodged with the City's Insurer and keep a register of outstanding claims. Guide staff in the timely and accurate completion of claims lodged. In collaboration with applicable staff, to submit a schedule of insurable items to the City's insurer each year, in unison with the compilation of associated renewal documentation. 		Internal Relationships <ul style="list-style-type: none"> All City of Bunbury employees External Relationships <ul style="list-style-type: none"> Local Government Agencies Community Contractors and Consultants Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Driving Requirements C (Car) or CA (Car Automatic) class motor vehicle licence	
Essential Criteria <ul style="list-style-type: none"> Diploma in Accounting or Asset Management or substantial relevant experience in infrastructure financial management. Demonstrated knowledge of Asset Management principles and practices. Demonstrated analytical skill, attention to detail and ability to interrogate financial data. Demonstrated ability to communicate effectively, both verbally and in writing Proficient in the use of Microsoft Office suite of products including Outlook, Word, Excel and PowerPoint. General knowledge of Equal Employment Opportunity and Diversity Acts. Actively participate in safety initiatives. Demonstrated experience in following established safety protocols. Understanding key workplace health and safety laws and regulations applicable to the role and position. 		Desirable Experience <ul style="list-style-type: none"> Experience using Asset Finda Asset Management software. Experience using Authority financial management software. Experience in infrastructure insurance activities including claims and reporting. 	

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day-to-day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open** to **opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: