

POSITION DESCRIPTION



Asset Protection and GIS Officer

Position Summary

This role will undertake proactive and reactive defect inspections of Councils assets, with the aim of protecting Councils assets and ensuring reinstatement works meet Central Goldfields Shire standards.

This role aims to protect Central Goldfields Shire assets and ensure reinstatement works meet Council standards and undertakes proactive and reactive defect inspections and proactive condition inspections of assets. You will assist in ensuring the accuracy, completeness, and relevance of data and GIS systems, conduct surveillance of works undertaken on Council land, undertake administration to facilitate surveillance and inspections, and perform Aerodrome Reporting Officer (ARO) duties when required.

Position details

Directorate	Infrastructure Assets and Planning
Department	Project Services and Asset Management (PSAM)
Appointment Type	0.9 FTE Permanent Part-time
Classification	Band 5
Location	Maryborough Office all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements. Flexible working arrangements are also available to facilitate a hybrid work environment.
Reports to	Coordinator Strategic Asset Management
Supervises	Nil
External relationships	Property owners and residents, Service and product providers, business and community groups
Internal relationships	All staff
Date PD approved	June 2025

Key responsibilities and duties

- Assisting asset inspection tasks as needed
- Investigate and resolve issues relating to damage to Central Goldfields Shire assets.
- Report safety hazards and incidents as soon as possible.
- Undertake inspections of Central Goldfields Shire assets in relation to relevant Local Laws and permits on behalf of the organisation.
- Ensure reinstatement is completed to Central Goldfields Shire's standards and in a timely manner.
- Liaise with external organisations and individuals regarding works on public land, including utilities, builders, developers, surveyors and property owners.
- Undertake Legal point of discharge (LPD) inspections
- Undertake before and after inspections of Council assets in the vicinity of construction works to determine any damage caused by builders/developers and liaise with builders/developers to rectify any damage caused.
- Ensure that permits for works have been obtained by contractors and builders including undertaking site inspections and facilitating compliance with Council requirements.
- Assess and issue applications for permits for nature strip modifications and vehicle crossings for residential, industrial, and rural uses as well as connections to Council drainage infrastructure.
- Provide advice, assistance and education relating to Asset Protection policies, associated local laws and relevant Council documents.
- Responsible for the collection of traffic management data and recording of information into applicable systems.
- Create and manage workflows from end to end related to asset inspections and protection permits

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- Investigate customer queries and provide customer service accordingly
- Assist the GIS and Assets Officer in updating GIS layers and collecting spatial and asset data
- Assist in maintenance of GIS systems and GIS related tasks
- Undertake Aerodrome Reporting Officer (ARO) duties when required (training will be provided)

Organisational responsibilities

Council values	<ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none">• Demonstrates behaviour of the highest of integrity, free from bullying, harassment and discrimination.• Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">• Identify, manage and minimise risk to Council.• Contribute to the Council's Risk Register.• Ensure that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">• Ensure the department maintains Council records:<ul style="list-style-type: none">○ within the approved record management system; and○ in an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Accountability and extent of authority

- Undertake asset protection and utility surveillance activities within the scope of Central Goldfields Shire's Asset Protection Policy.
- The freedom to act is governed by clear objectives and budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
- Identify defects and issue works orders to the appropriate unit.
- Accountable for the inspection of assets in accordance with defined inspection frequencies and service level agreements (e.g. Road Management Plan).
- Exercise reasonable discretion and fairness in the application of those local laws and permits relevant to Council's Road Management Plan.

Judgement and decision making

- Identify and report safety hazards and defects as defined in Asset Management's inspection manuals.
- Ability to use technical knowledge to ensure the integrity of data.
- Apply reasonable discretion when making decisions, within the scope of Central Goldfields Shire's Local Laws and permits.
- Authority to act under approved sub-delegations.

Specialist skills and knowledge

- Ability to competently use computers and handheld devices such as iPads to input relevant data collected
- Considerable understanding of civil infrastructure assets.
- Understanding of OHS issues in relation to the work required to be undertaken.
- The ability to understand and apply Councils' Road Management Plan and associated regulations and precedents.
- Experience in GIS will be advantageous. Otherwise, the successful applicant must have a willingness to learn this skillset on the job with the assistance of colleagues and online resource materials.

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Management skills

- Ability to plan, organise and manage own time to achieve set targets and adhere to agreed service levels.
- Ability to work in a team environment and provide support to other members of the unit.
- A high level of self-motivation, initiative, problem identification and solving skills.

Interpersonal skills

- Has the ability to gain co-operation and assistance from a broad range of internal and external parties, including members of the public.
- Can present written and verbal information to a diverse audience, both internally and externally.
- Has the ability to represent and advocate for Council to a range of external stakeholders, government departments and other councils.
- Liaise with counterparts in other organisations to discuss specialist matters and within the organisation to solve cross-organisational problems.
- Demonstrated high level of customer service.

Qualifications/experience

- Relevant qualification in spatial sciences, asset management Civil Engineering/, and/or appropriate knowledge and skills gained through on-the-job training
- Aerodrome Reporting Officer and Safety Officer certificate would be advantageous
- Certificate of competency in carrying out Level I bridge inspections would be advantageous.

Selection criteria

1. Experience in data collection, data management and computer technology.
2. Experience in civil asset maintenance, inspection or associated work, relating to but not limited to roads, bridges, parks and buildings
3. Extensive customer service skills (both written and oral) with a demonstrated ability to work in a team environment and deal with difficult customers.
4. Current Victorian Drivers licence
5. GIS Experience
6. Knowledge and understanding of health and safety issues relevant to work activities and work area.
7. Ability to interpret and work in accordance with documented procedures and engineering standards
8. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

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Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson People and Culture Manager	Date
Asset Protection and GIS Officer	Date