



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Assets Administrator
Position Classification:	Level 3
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A: Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
Directorate:	Building Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Asset Administrator provides high-quality administrative support to the Assets Team by maintaining asset information systems, coordinating maintenance and compliance activities, supporting Council's leasing and licensing portfolio, and assisting with asset reporting. The role contributes to the efficient management of Council's assets through accurate record-keeping, scheduling, procurement support, and the delivery of effective asset management services.

KEY RESPONSIBILITIES

- Provide high-level administrative support to the Assets Team, including assisting with the coordination of maintenance scheduling and asset compliance tasks.
- Support the management of Council's leasing and licensing portfolio through client liaison and record-keeping.
- Contribute to the preparation, production, and presentation of monthly, quarterly, strategic, and annual reporting for asset performance and planning.
- Maintain a variety of registers, schedules, and software platforms related to asset and facilities management.
- Assist with internal processes related to planned and reactive maintenance, procurement, compliance, and reporting.

KEY TASKS

Administration

- Maintain and update Council's asset-related systems and registers, including but not limited to:
 - Asset Register (attributes and descriptions)

- Planned Preventive Maintenance Schedule
- Land Records
- NAMS+ Asset Management System
- TechnologyOne Assets and Financial Systems
- ECM (Enterprise Content Management System)
- Raise and track requisitions for goods and services in accordance with Council's Procurement Procedure.
- Support the management of Council's leasing and licensing portfolio, including providing support to the Facilities Supervisor with the coordination of third-party repairs and maintenance (excluding contract negotiation and preparation).
- Assist with the annual review and update of Council's Strategic Asset Management Plan (SAMP) and Asset Management Plans (AMPs).

Scheduling

- Assist with the coordination and scheduling of maintenance activities across TSIRC's geographically dispersed assets, including:
 - Compliance and essential services maintenance
 - Shipping and logistics of compliance-related equipment
 - Planned preventive maintenance
 - General reactive maintenance
 - Work request and work order management
 - Purchase order coordination
 - Processing and payment of invoices
 - Minor works and improvement projects

Reporting and Governance

- Assist in compiling, preparing, and presenting asset-related reports for internal and external stakeholders.
- Contribute to accurate and timely data entry, analysis, and formatting of reports for monthly, quarterly, and annual asset reviews.
- Assist with the reporting and logging of incidents within the Mango System as directed.

General

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.
- Maintain a safe work environment through the identification and reporting of hazards and participation in workplace inspections.
- Foster a positive team culture and model the organisation's values through everyday actions and behaviours.

- Engage in performance reviews, set development goals, and negotiate training needs with your supervisor.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Minimum of 12 months' experience in an administrative or office support role.
- 3) Proven ability to develop proficiency in enterprise systems such as TechnologyOne, NAMS+, ECM, or equivalent platforms.
- 4) Strong written and verbal communication skills, with a focus on accuracy and professionalism.
- 5) Organisational strengths in scheduling, workflow coordination, and document management.
- 6) Attention to detail and a commitment to continuous process improvement.
- 7) Experience in the facilities management or building industry (Desirable).
- 8) A current, open, and unrestricted Queensland driver's licence.
- 9) Demonstrated cultural competence and the ability to communicate effectively and respectfully with Torres Strait Islander people.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 ONE We are one team who achieves together.	• We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 RESPECT We have respect for each other and the communities we serve.	• We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 ACCOUNTABILITY We are accountable and responsive to our communities.	• We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 COURAGE We are courageous leaders, who think innovatively.	• We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 RESILIENCE We are builders of a sustainable and resilient region.	• We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.