## Position Description

### Asset Management Information Systems Officer

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Asset Management Information Systems Officer (Backfill)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>SGW Enterprise Agreement Band 6</td>
</tr>
<tr>
<td>Department:</td>
<td>Operations</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Fixed Term. Full Time (negotiable)</td>
</tr>
</tbody>
</table>

### Organisational Overview:
South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns, across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems. South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.

### Position Overview:
The role forms part of SGW’s Infrastructure and Assets team and makes an important contribution to meet business’s objective of building, operating and maintaining sustainable infrastructure to meet the needs of our community now and into the future.

The Asset Management team is responsible for the development, implementation and operations of the Corporation’s integrated Technical Information Systems (Asset Management Information Systems). These systems are critical to facilitating and optimising the long term management of Assets within the Corporation.

This role contributes to the overall Corporate objectives by:

- Supporting Asset Management Information System (AMIS) integration, data and reporting functions to provide effective asset planning, creation, operations and disposal actions and decisions;
- Improving AMIS to support productive and effective work management solutions for field teams to deliver responsive and efficient services to our customers.

### Reporting Relationship:
This position reports to Assets and Maintenance Manager

Roles directly reporting to this position include:

- Nil

### Duties:
**Maintain Asset System Functionality**
Support the functioning of the system as designed. Assist and contribute in the following activities;

- Liaison with system supplier organisations
- Liaison with internal and external users of the system on system-based
aspects of Asset Management, Works Management, Asset Inspections and Inventory Management.

- Participate in system upgrades and future developments.
- Provide support for business continuity and work with IT team on backup, recovery systems requirements.
- Control, define, test and implement data integrity through formulas and/or other mechanisms
- Actively contribute to quality system documentation for technical support and training purposes.
- Provide general communication regarding the AMIS within SGW and also with key external stakeholders and industry groups.

**Maintain Asset System Integrity**

- Support and guide aspects of the data and data structures used within AMIS to ensure alignment towards SGW asset hierarchy and standards.
- Undertake systems administration tasks.
- Manage development, testing, training and production environments including change control processes and methodologies.
- Maintain accurate records, statistics and reports.

**Develop, Implement and Support Field Mobile Solutions**

- Assist with the development and/or implementation of mobile solutions to improve data gathering and work management functions.
- Assist with the commissioning, technical support and supporting field staff with the solution.
- Maintain the FieldGO-Infor interface to ensure functionality and data integrity.

**Asset Data Management**

- Support and undertake asset data loading, extraction and cleansing processes.
- Oversee SGW data standards and improvements – data cleansing, capture, formatting and manipulation.
- Play an active role in alignment to data standards and improvement of SGW asset master and transactional data.

**Reporting Requirements**

- Support design and development of system reports.
- Understand and contribute to future reporting models and access for the business.

**System Interfaces**

Support integration of the system into overall business information management including;

- System interfaces. GIS, finance, SCADA, Customer Services.
- Support interactions between the AMIS and SGW’s IT infrastructure and systems including hardware, operating systems, desktops/field devices etc.

**Administration Responsibilities**

Assist with Organisational responsibilities specifically relating to;

- Participate in team/departmental and organisational meetings.
- General support for stakeholders in training, fault support, assisting with
- specification of new or changed needs.
- Prepare relevant reports and correspondence.
- Prepare reports defining infrastructure needs.

**Corporation:**
- Ensure public safety by observing and reporting all potential public liability risks
- Act in a responsible manner in all matters where the environment is impacted by SGW’s operations
- Ensure reasonable care is taken for own health and safety as well as the health and safety of others and that no one is adversely affected by workplace activities or omissions
- Ensure the security and maintenance of SGW’s property to ensure they meet their service objectives efficiently and effectively
- Report any known security issues or risks to SGW’s property
- Adhere to all SGW Policies and Procedures
- Demonstrate inclusive and respectful behaviours at all times
- Adhere to SGW’s and the Victorian Public Sector Commission’s (VPSC) Code of Conduct.

**Accountability and Extent of Authority:**
*The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:*

- Coordinate and assist with a wide range of tasks associated with the set up and implementation of the Corporation’s integrated Asset Management Information System.
- Maintain an awareness of Corporation environmental policies and procedures.
- Freedom to act is governed by clear objectives with regular reporting mechanisms in place.

**Judgement and Decision Making:**
*The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:*

- Experienced problem solving, interpretation, reasoning and judgement skills with an ability to identify problems and improve systems, procedures and processes.
- Guidance and advice usually available.

**Specialised Skills and Knowledge:**
*Knowledge and skills in the following areas:*

- Experience in Computerised System Administration.
- SQL or database administration experience.
- Awareness of and experience in Asset Management techniques and principles

**Management Skills:**
*The incumbent requires, and should be able to demonstrate:*

- Proven time management skills with the ability to set individual priorities, coordinate and manage concurrent tasks, plan and organise tasks and set work schedules to ensure objectives are met within the prescribed timeframe and to maintain work output in times of increased
workloads.

- The ability to work effectively and contribute in a team environment.
- Co-ordinate the asset management system and organisational user requirements for further assets including mechanical and electrical.
- Prepare reports for management as required on status of SGW assets and asset systems.

### Interpersonal Skills:

The position will be required to:

- Liaise with all levels of the Corporation to discuss specialist matters as required.
- Ability to gain cooperation and assistance from others
- Have well developed written and verbal communication skills, with the ability to liaise across all levels both internally and externally.

### Qualifications and Experience:

The requirements of the position are:

- A tertiary qualification in Asset Management or ICT or extensive experience in a similar Assets Management role

### Position Requirements:

Satisfactory National Police Check and a willingness to renew every three years or prior to expiry.

### Key Selection Criteria:

1. Demonstrated experience in maintaining computerised asset management system functionality and integrity.
2. Strong professional relationship building skills and ability to influence others.
3. Experience in working with SQL or other database administration experience.
5. Excellent interpersonal skills, written and oral skills and demonstrated ability to influence and negotiate solutions.
6. Well established computing and analysis skills
7. Satisfactory National Police Check and a willingness to renew this every three years.

I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all Corporation policies and procedures.

Employee Name: ____________________________

Employee Signature: _________________________  Date: _____________

Managing Director Signature: __________________  Date: _____________