



**Southern Grampians**  
SHIRE COUNCIL

**Private and Confidential**

**Candidate Briefing Notes for the Position of**  
**Asset Officer**

## About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

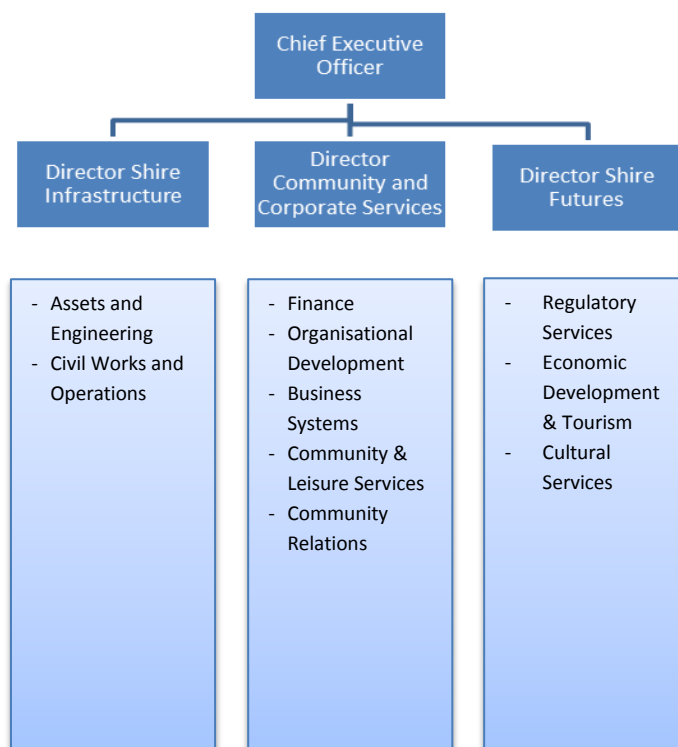
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Braxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenhompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit [www.visitgreaterhamilton.com.au](http://www.visitgreaterhamilton.com.au)  
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

## Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.





## INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

## COMPLETING YOUR APPLICATION

- ☒ Follow instructions in the Candidate Briefing Pack.
- ☒ Provide a covering or application letter.
- ☒ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☒ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☒ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☒ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

## ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

## SUBMITTING YOUR APPLICATION

Your application can be submitted via email to [jobs@sthgrampians.vic.gov.au](mailto:jobs@sthgrampians.vic.gov.au)

or via post to:

Manager Organisational Development  
'Private and Confidential'  
Locked Bag 685  
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

## **ATTENDING AN INTERVIEW**

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

## **AFTER INTERVIEW**

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

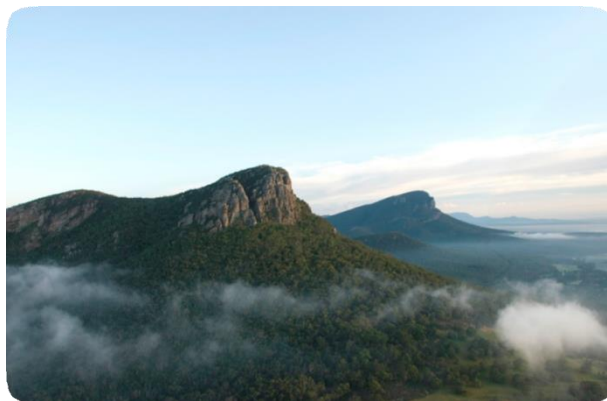
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

## **ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.**

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



## CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

### CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for \_\_\_\_\_,

*(name of position)*

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please print)*

### DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

#### DECLARATION

Name of Panel Member: \_\_\_\_\_  
*(please print name)*

Nature of Declared Interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above matter has been discussed with me ( \_\_\_\_\_ )  
as panel convenor and the following determination made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Position Details

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|                  |                |
|------------------|----------------|
| Title:           | Asset Officer  |
| Classification:  | Band 5         |
| Position Number: | CD 20 / 101.4  |
| Business Unit:   | Infrastructure |
| Reports to:      | Manager Assets |

## Position Summary:

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The Asset Officer will assist the Manager Assets with the development of long term financial plans, the preparation of the annual budget and budget monitoring processes.

The position will be responsible for the development and maintenance of all Council assets in Conquest and processing of Infrastructure permit applications.

This position will also be required to project manage specific significant projects across departments.

## Key Responsibilities

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The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Asset Officer will include:

## Financial

- Assist in the preparation of Council's short-term and long-term financial plans, in terms of how they relate to maintenance , upgrade and renewal work;
- Assist in the regular reviewing of all asset classes as required, including revaluations, depreciation calculations and condition assessments;
- Reporting on renewal and maintenance gap;
- Assist in the levels of service and asset rationalisation strategies.
- Assist with providing specific information for use in annual financial audits.

## Asset Management

- Assist in the development of asset management plans in conjunction with relevant Council staff, for all Council asset groups including roads, bridges, drains/culverts, footpaths, kerb and channel, roadside assets including street trees, plant, furniture and equipment, land, buildings, swimming pools, art collection, and other assets as

required, in accordance with an agreed program and framework, and having regard to:

- Council resources and asset management systems;
  - Existing and proposed databases;
  - Capital works programming and asset renewal;
  - Council budget;
  - Quality, safety and environmental factors;
  - Relevant legislation;
  - Levels of Service;
  - Lifecycle planning;
  - Asset operations, maintenance, creation and disposal
  - Performance monitoring;
  - Risk management;
  - Quality assurance and continuous improvements; and
  - Reviews and audits processes.
- Ensure capital works and renewal programs are prepared, entered into Conquest and implemented as per Council's budget process;
  - Assist with the refinement and/or development of accurate asset registers;
  - Provide performance reports to relevant Managers on the implementation of Council's Asset Management Plans in an agreed format; and
  - Assist in the revaluations and condition assessments of Council assets.

### **Innovation & Efficiency**

- Actively seek out opportunities to maintain currency in industry issues and adapt models to Best Practice to realistically meet Council and community expectations.
- Constantly monitor and research innovative ways to assist with reducing Council's renewal gap and cost of service.

### **Extent of Authority**

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- Responsible for the provision of specialist advice with the freedom to act subject to professional and regulatory review;
- Accountable to the Assets Manager for meeting established performance objective;
- Accountable for ensuring that all work is carried out to a high standard and within the required time lines;
- Required to have a general knowledge of relevant statutory and Council procedures appropriate to the responsibilities of the position to enable the employee to select the appropriate course of action in any particular case;
- Accountable for ensuring the integrity of Council's asset registers and asset management plans;
- Accountable and responsible for undertaking investigations and preparing reports in area of responsibility;



- Accountable for coordinating and advising in the development, implementation and review of Council's asset management plans and policies;
- Responsible for ensuring the effective coordination of Council's Asset Management Program within prescribed parameters and accepted practices;
- Commit to and adhere with Council's Child Safe Requirements.

### **Judgement and Decision Making**

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- The nature of the work is specialised with methods, procedures and processes developed from theory and precedent. The incumbent is expected to apply established techniques and theories to new situations and/or investigate alternative techniques where not appropriate;
- Ability to provide advice to the Asset Manager and Systems Administrator on Conquest;
- Ability to determine the best route to ensure the resolution of an enquiry using his/her discretion;
- Ability to judge the relative importance/urgency of requests and tasks to Council;
- Provide written advice to Assets Manager and customers where required.

### **Specialist Skills and Knowledge**

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- Proficiency in the application of sound asset management principles in search of solutions to problems and opportunities;
- Extensive knowledge in the preparation and use of asset management principles and plans;
- The ability to investigate, analyse and formulate policy;
- Demonstrated proficiency in the use of Conquest database and information systems;
- An understanding of the external environment in which Council operates including current issues impacting on the role;
- An understanding and appreciation of the long term goals of the Council;
- Understanding of physical construction systems and materials;
- Capable of undertaking inspections, documentation and reporting;
- Excellent communication and listening skills;
- A methodical, systems approach to work;
- Perceptive willingness and enthusiasm to work in a technical role;
- Ability to work without direct supervision;
- Proficient in software used within Council, especially, Microsoft Office software including Word, Excel, Outlook, etc.;
- An understanding of contract administration and project management procedures;

- A knowledge and familiarity with the principles and practices of budgeting and relevant financial and basic accounting procedures;
- An appreciation of Quality Assurance as it applies to asset management; and
- Knowledge of statutory and regulatory requirements.

### Management Skills

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- Skills in managing time, setting priorities and planning and organising one's own work as well as that of others to achieve specific objectives in the most efficient way possible within available resources and within a set timetable despite conflicting pressures;
- Ability to motivate other staff to achieve organisational tasks;
- Ability to weigh up options and make logical decisions;
- Ability to motivate peers to actively participate in asset management projects.
- High level of self-motivation in managing and prioritising accountabilities and meeting deadlines;
- Ability to achieve objectives within prescribed timetable;
- Developed analytical and numeracy skills; and
- Ability to conduct on-the-job training
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
  - Contribute to OHS consultation processes.
  - Prompt reporting of hazards and incidents.

### Inter-personal skills

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- Well-developed written and verbal communication skills with the ability to gain the cooperation and assistance of colleagues;
- The ability to liaise with counterparts in other organisations to discuss and resolve specialist problems;
- Well-developed negotiation skills;
- The ability to discuss and innovatively resolve problems;
- The ability to lead and motivate others;
- The ability to work both independently and as a part of a team.
- Ability to provide an efficient customer service to the organisation; and
- Ability to harmoniously work in a team environment, and to promote a team approach to work practices;

## Risk Management

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- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including theft and property damage, to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control; and
- All staff is required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

## Compliance with Legislation and Policies

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
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- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
  - Responsible for ensuring the security of Council's assets under the Officer's control;
  - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

## Key Selection Criteria

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The employee will demonstrate the following:

- ✓ Current Drivers Licence
- ✓ Desirable relevant tertiary qualifications in assets management or similar;
- ✓ Demonstrated experience in asset management including a working knowledge of asset management principles and the use of asset management systems, preferably in a Local Government environment;
- ✓ An understanding of budget and financial management processes;
- ✓ A working knowledge of contract administration and project management procedures;
- ✓ The ability to develop systems, having regard to integration of quality, risk, and environment components and compatibility with existing systems;
- ✓ Demonstrated hands-on knowledge of computer information systems, including Conquest Asset Management and Microsoft Office.
- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Ability to look for innovative solutions to new problems and critically evaluate/change existing processes;
- ✓ Ability to embrace and promote change in challenging environments;
- ✓ Good Communication and people skills;
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders;
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people;
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ High levels of self-motivation and the ability to manage multiple projects at the same time;
- ✓ Role model the values of the organisation to promote improved engagement between finance staff the rest of the organisation; and
- ✓ Excellent Customer Service skills.

### Desirable Criteria

- ✓ Desirable tertiary qualification in Asset Management;
- ✓ Significant practical experience in Asset Management;
- ✓ Working knowledge of the management and maintenance of assets;
- ✓ Knowledge of computer systems, databases and their applications;
- ✓ An understanding and/or experience of project management principles and practices;
- ✓ A current Victorian Drivers Licence.
- ✓ May require a current Working with Children Check ( WWCC)

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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