



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Property-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.

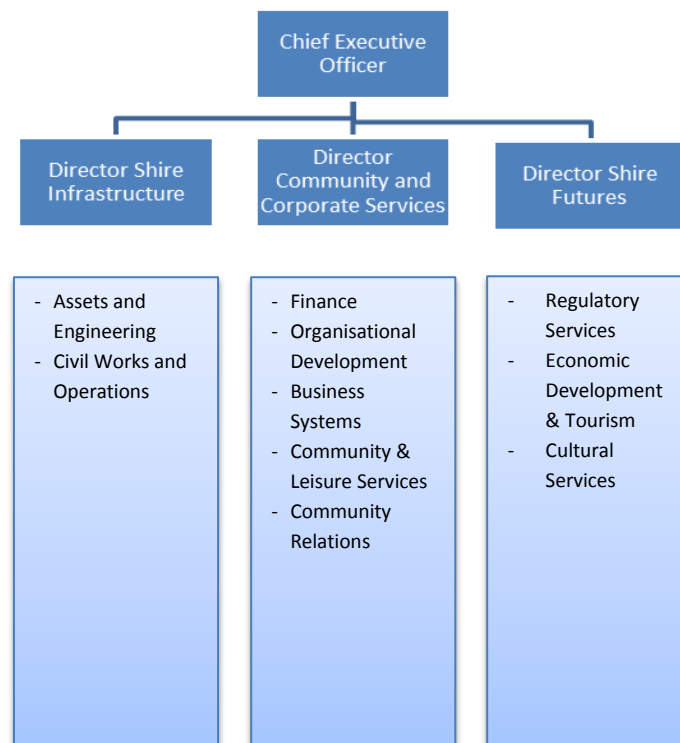
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization 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, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Peshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit 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

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.

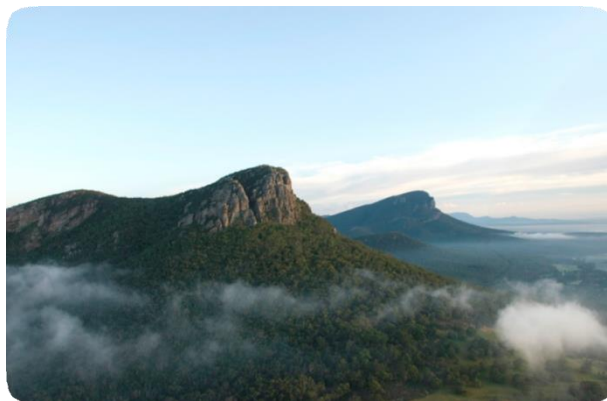
You will also be asked to provide 100 points in Identification check.

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.

<p>DECLARATION</p> <p>Name of Panel Member: _____ (please print name)</p> <p>Nature of Declared Interest: _____ _____ _____ _____</p> <p>Signature: _____ Date: _____</p> <p>The above matter has been discussed with me (_____) as panel convenor and the following determination made: _____ _____ _____ _____</p>

Position Description

Position Details: Property /Asset Officer

Employee:

Classification: Band 5

Position Number: TBD

Business Unit: Infrastructure

About Southern Grampians Shire Council:

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Position Summary:

The Property/Asset Officer will assist the Manager Assets in the efficient and effective operation of Council's Property Portfolio, Property Agreements, provides an effective Asset Management support for various Council assets in accordance with relevant asset management plans and adopted work plans.

Organisational Relationships

Reports to: Manager Assets

Supervises: Nil

Internal Liaisons: Other Council staff

External Liaisons: General public
Government departments
Solicitors

Organisational Objectives

The Corporate Plan is a reference and discussion document that describes our organisational direction. Our vision is to 'be a learning organisation with the capacity for solutions' and our mission is to deliver Public Value.

Integral to all that we do and strive to achieve is our Values of working together, integrity, respect, innovation, vision and pride. These guide our behaviours both individually and organisationally. All staff will be strongly encouraged to act in accordance with these values and to role model these at all times. The Behavioural competences associated with each position in the organisation highlight some key attributes essential for the achievement of effective outcomes but assume a high level commitment to the values at all times.

Guided by our values and the Business Excellence Principles, the corporate plan sets out Key Result Areas, Key Success Factors, Major Opportunities for Improvement, the strategic steps required and how we will measure what we do.

The capacity of the organisation and how it operates will influence our ability to deliver on the Council Plan - the 4 year high level strategic document set by Council outlining its aspirations and goals for the term against which the community will assess its effectiveness.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line- with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Key Objectives

- Ensure the efficient and effective operation of Council's Property Portfolio, Property Agreements and other related functions;
- Maintain and continuously improve the accuracy and integrity of asset data held within Conquest to improve confidence levels for asset renewal forecasting;
- Assist in the inspection and (data collection) of various Council assets in accordance with relevant asset management plans and adopted work plans, as required;
- Registration of changes in asset status, ownership, purchases and disposals etc. by integration with the annual capital works program;
- Assist in the development of prioritised works programs, development of long term financial plans and forecasts drawn from asset inspection data;
- Assist in the development, management, implementation, maintenance and review of Council's assets in accordance with Council policy, strategy and relevant asset management plans;
- Preparation of inspection reports as required;
- Provision of inspection data and documentation for annual insurance audits as required;
- Processing of Infrastructure permit applications;
- Coordinate special corporate projects as required; and
- Other duties as directed by Manager Assets.

Key Responsibilities

Property Entity Management

- Assist in the process required in regard to granting of tenure over Council owned and/or controlled land and/or buildings including the completion, endorsement and registration of appropriate tenancy agreements;
- Assist in the process required in regard to road discontinuances, road deviations and unused roads including drafting public notices, Council Reports and correspondence;
- Undertake arrangements for the endorsement of Council's consent on legal documentation relating to property and legal matters;
- Manage and administer nominated tenancies to ensure compliance with lease or licence agreements;
- Under general direction, perform a range of property operations administrative and procedural tasks governed by well-established work practices and operating policies;
- Understand and apply the knowledge, experience and skills required by the property function to achieve successful business related outcomes;
- Create and maintain accurate computerised property files in accordance with legislation, policy and procedure;

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;
- Maintain and report on Council's grant funding register.
- 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 into Conquest and implemented having regard to 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.

General

- Respond to enquiries from the public, solicitors, conveyancing agencies, government departments, Council Valuers, local Councils and Council staff;
 - Provide on application the requested certificates related to land information in accordance with the Local Government Act, and Town Planning Act;
 - Assess, review and improve internal control procedures;
 - Provide statistical returns as required in a timely and accurate manner;
 - Maintain a strong commitment to Council's corporate objectives;
 - Prepare correspondence relating to relevant areas of supervision;
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- 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.
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Key Selection Criteria

The employee will demonstrate the following:

Functional Competencies (Technical)

- Demonstrated proficiency with Computer systems, particularly Council's specific property database, Conquest Asset Management and Microsoft Office;
- Experience in interpreting policies and procedures in a large, formal environment.
- 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.

Personal Competencies (Behaviours)

- 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.

Qualifications/Experience

- Desirable relevant tertiary qualification in Asset Management and Property management;
- Significant practical experience in Asset management and Property 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; and
- A current Victorian Drivers Licence.

REQUIREMENTS

Accountability and extent of authority	<p>Authorised to develop, process and maintain all aspects of Property functions of Council's computer system;</p> <p>Authorised to act in accordance with specific appointments as an authorised or delegated officer;</p> <p>Responsible for conveying to the public, an informed and professional image of Council, when responding to public enquiries;</p> <p>Responsible for the provision of specialist advice with the freedom to act subject to professional and regulatory review;</p> <p>Accountable to the Assets Manager for meeting established performance objective;</p> <p>Accountable for ensuring that all work is carried out to a high standard and within the required time lines;</p> <p>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;</p> <p>Accountable for ensuring the integrity of Council's asset registers and asset management plans;</p> <p>Accountable and responsible for undertaking investigations and preparing reports in area of responsibility;</p> <p>Accountable for coordinating and advising in the development, implementation and review of Council's asset management plans and policies;</p> <p>Responsible for ensuring the effective coordination of Council's Asset Management Program within prescribed parameters and accepted practices.</p>
Judgement and decision making	<p>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;</p> <p>Ability to provide advice to the Asset Manager and Systems Administrator on Conquest;</p> <p>Ability to determine the best route to ensure the resolution of an enquiry using his/her discretion;</p> <p>Ability to judge the relative importance/urgency of requests and tasks to Council;</p> <p>Provide written advice to Assets Manager and customers where required.</p> <p>Freedom to act is governed by the Local Government Act, the Valuation of Land Act, and the Victorian Privacy Act;</p> <p>Make judgements and decisions in accordance with legislative and policy requirements;</p> <p>Ensure a high level of confidentiality of information.</p>
Specialist knowledge and skills	<p>A thorough working knowledge of the Property functions of Council's computer system;</p> <p>A sound working knowledge of personal computers, and demonstrated keyboard skills;</p> <p>Competence in correspondence and report writing;</p> <p>Ability to train staff in the procedures of the property functions of Council's computer system;</p> <p>Capacity to participate in Property User Groups;</p> <p>Sound analytical and numeracy skills;</p> <p>Proficiency in the application of sound asset management principles in search of solutions to problems and opportunities;</p> <p>Extensive knowledge in the preparation and use of asset management principles and plans;</p> <p>The ability to investigate, analyse and formulate policy;</p> <p>Demonstrated proficiency in the use of Conquest database and information systems;</p> <p>An understanding of the external environment in which Council operates including current issues impacting on the role;</p> <p>An understanding and appreciation of the long term goals of the Council;</p> <p>Understanding of physical construction systems and materials;</p> <p>Capable of undertaking inspections, documentation and reporting;</p> <p>Excellent communication and listening skills;</p> <p>A methodical, systems approach to work;</p> <p>Perceptive willingness and enthusiasm to work in a technical role;</p> <p>Ability to work without direct supervision;</p> <p>Proficient in software used within Council, especially, Microsoft Office software including Word, Excel, Outlook,</p> <p>An understanding of contract administration and project management procedures;</p> <p>A knowledge and familiarity with the principles and practices of budgeting and relevant financial and basic accounting procedures;</p> <p>An appreciation of Quality Assurance as it applies to asset management; and</p> <p>Knowledge of statutory and regulatory requirements.</p>
Management skills	<p>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;</p> <p>Ability to motivate other staff to achieve organisational tasks;</p> <p>Ability to weigh up options and make logical decisions;</p> <p>Ability to motivate peers to actively participate in asset management projects.</p> <p>High level of self-motivation in managing and prioritising accountabilities and meeting deadlines;</p> <p>Ability to achieve objectives within prescribed timetable;</p> <p>Developed analytical and numeracy skills; and</p> <p>Ability to conduct on-the-job training.</p>

Inter-personal skills	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	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 are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

Additional Requirements

The incumbent will 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
- The Privacy Act
- The Equal Opportunity Act
- The Occupational Health and Safety Act
- Government/Industry Codes of Conduct and
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan

OH&S: While at work, you must take reasonable care for your own health and safety, and the health and safety of persons who may be affected by your acts or omissions at a workplace, cooperate with your employer to comply with a requirement imposed by or under the Act or the regulations and comply with all relevant safe work procedures.

While at work, you must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line- with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

Agreement

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

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____
