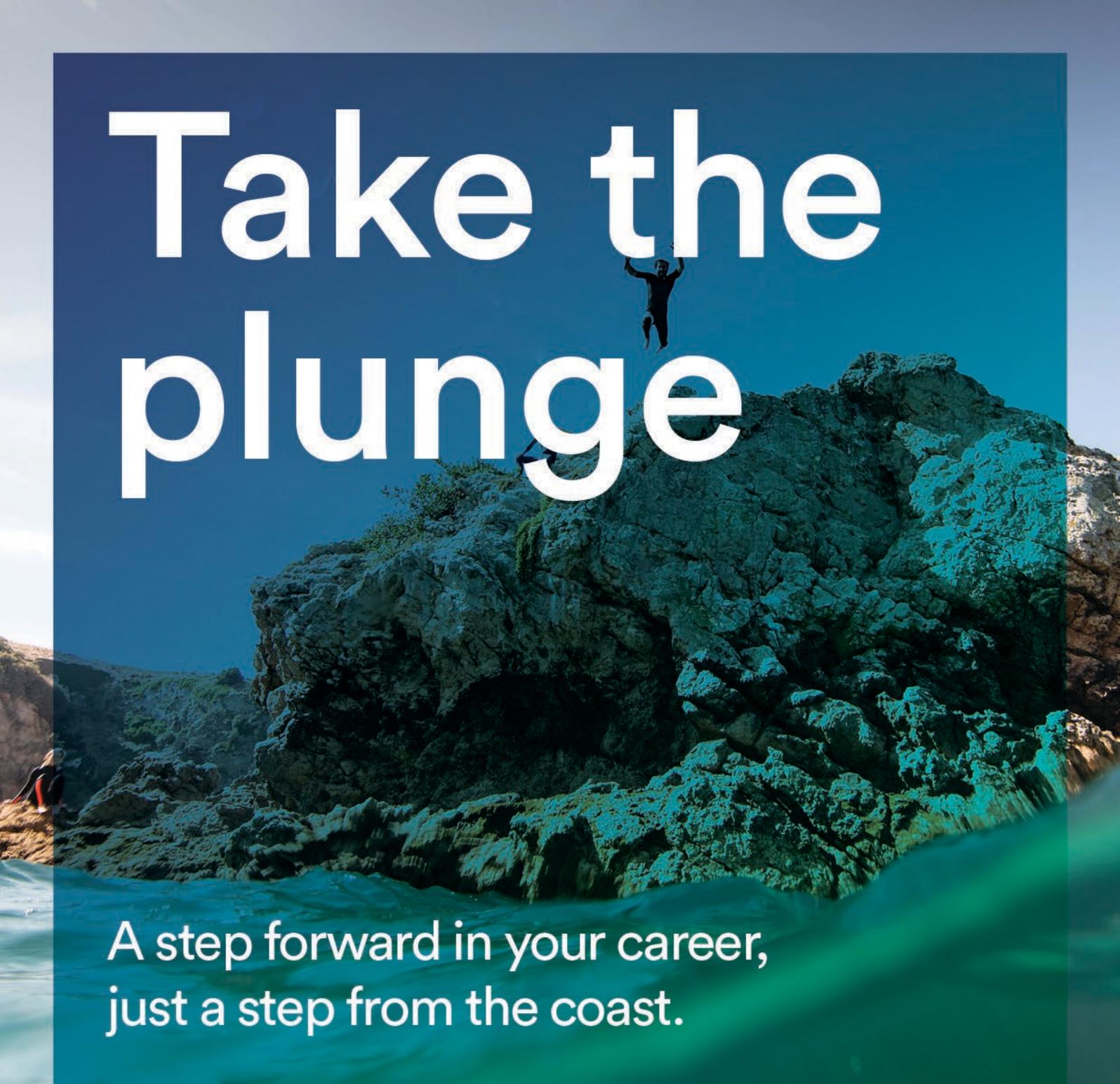


Take the plunge



A step forward in your career,
just a step from the coast.

Asset Information System Coordinator
(Full time fixed term contract until 31 July 2021)

Position Description



WESTERNPORT
WATER

Position Description

Title	AMIS Coordinator
Band	5
Location	Newhaven Head Office, Phillip Island
Department	Asset Strategy, Planning & Performance
Division	Assets & Operations
Reports To	Manager Asset Strategy, Planning & Performance
Direct Reports	Nil

The AMIS Coordinator will lead the development of the Asset Management Information System (AMIS) and the Works Management System (WMS) to maintain the integrity, accuracy and completeness of data in accordance with relevant corporation strategies and policies, environmental and statutory obligations.

Key Responsibility Areas

- Lead the development and administration of the Asset Management Information System (AMIS) including Works Management System (WMS) in accordance with relevant corporation strategies and policies, including the review and formulation of future directions.
- Identify, develop and lead training programs for corporate users of the AMIS and WMS to ensure end user capability and acceptance.
- In conjunction with the GIS Coordinator, maintain the integrity, accuracy and completeness of data contained within AMIS and WMS including the asset to ensure the corporation meets its legislative, statutory and other obligations.
- Assist in the implementation of the corporation’s Asset Management System, and contribute to the development of facility and infrastructure specific asset management plans.
- Assist in the development of cost-effective and proactive preventative maintenance, asset condition and asset renewals schedules and programs.
- Participate in a “safety first culture”, and adherence to the Westernport Water’s Occupational Health and Safety, Environmental Management and Asset Management Systems.
- The ability to determine priorities, work within deadlines, discuss and resolve issues with Managers and Coordinators and fellow employees whilst managing conflicting priorities.
- Ability to effectively and efficiently operate within a team environment.
- Ability to communicate clearly with customers, team members, coordinators, managers and contractors as well as provide written communication, in the form of memos, notices and standard forms.

- Assist in meeting all reporting and legislative compliance requirements such as supplying sewerage and water network efficiency data to Essential Services Commission (ESC), National Performance Reports (NPR), Annual Performance Reports and other quarterly reports; participate in external audits when required.
- Participate in the budgeting process with close coordination with finance personnel, ensuring all the requirements are captured. Ensure proper monetary control so that expenditure stays within budget and provide proper justification on variances for financial reports.

Qualifications and Experience

- Substantial experience in database management and the principles and practises of asset information management.
- Current driver's licence suitable for Victoria.

Management and Interpersonal Skills

Ability to effectively manage your own time, set priorities and achieve objectives and goals within required timeframes despite conflicting pressures.

A self-motivated person with initiative and the ability to work under limited supervision.

Developed written and verbal communication skills.

Demonstrated ability to motivate and mentor technical, trade and operational employees.

Ability to liaise with counterparts in other organisations to discuss and resolve specialist matters.

Accountability and Extent of Authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

All positions in this band would have an input into policy development within their area of expertise and/or management.

Judgement and Decision Making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist Knowledge and Skills

Input into budgeting and resourcing the group based on projected workloads and system needs. These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.

Primary Physical Requirements

Sitting: the employee is required to sit for extended periods of time.

Standing: the employee is required to remain on his or her feet in an upright position for extended periods of time.

Climbing: the employee is required to climb stairs, fences and or ladders and work above ground or below ground as required.

Walking: the employee is required to walk varying distances during the course of his or her work.

Lifting / Carrying: the employee is required to lift and carry heavy and awkward objects in accordance with safe lifting techniques during the course of his or her work.

Pulling / Pushing: the employee is required to exert force to push or pull objects during the course of his or her work.

Gripping / Grasping: the employee is required to regularly pick up and grip objects.

Reaching: the employee is required to reach for objects.

Squat / Bend / Kneel / Stoop and Crouching: the employee is able Squat, Bend, Kneel, Stoop and Crouch for extended periods of time.

Speaking / Hearing / Seeing: the employee is required to hear, see and communicate work related instructions.

Driving: the employee is required to drive cars, 4WDs and forklifts.

Key Selection Criteria

- Substantial experience in the operation and maintenance of corporate databases such as Asset Management Systems (AMS), Works Management Systems (WMS), Geographic Information Systems (GIS) or other Corporate Information Systems.
- Experience in the use of MyData (by Assetic) and FOCUS (by Formbird) is highly desirable.
- Ability to analyse, organise and present facility and infrastructure specific asset information including asset repair and maintenance history.
- Demonstrated understanding of database legislative, statutory and other obligations including reporting and legislative compliance requirements in water sector.
- Highly developed time and prioritisation management skills along with excellent written and verbal communications skills.
- Demonstrated experience at developing and delivering training programs.



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