# Role Description

# Asset Management Officer

|  |  |
| --- | --- |
| **Role Description Fields** | **Details** |
| **Cluster** |  |
| **Department/Agency** | **Agency to complete** |
| **Division/Branch/Unit** | **Agency to complete** |
| **Role number** |  |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **Agency to assess** |
| **PCAT Code** |  |
| **Date of Approval** | **Agency to complete** |
| **Agency Website** | **Agency to complete** |

## Agency overview

Agency to complete.

## Primary purpose of the role

The Asset Management Officer uses asset management processes, practices and systems to deliver high quality services and drive value from the agency’s asset portfolio.

[Agency to add further detail as required]

## Key accountabilities

[Agency to complete. The below accountabilities are for guidance.]

* Use or assist others to use agency asset monitoring procedures and systems to measure and report agreed key asset performance indicators.
* Identify and escalate asset risks to enable the organisation to mitigate the risks to meet its obligations and realise value from its assets.
* Provide advice, information and guidance on asset management related matters to staff across the agency to provide governance and support good practice in asset management.
* Collate and analyse asset management data, consult with key internal stakeholders and prepare reports.
* Communicate to key internal stakeholders to promote asset management and whole of lifecycle thinking.

## Key challenges

* Navigating complex environments of mixed ownership and responsibilities for the operation and maintenance of assets, including understanding the appropriate level of service, scope and scale required.
* Keeping abreast of current and emerging best practice, including government policy, while maintaining awareness of service needs and the drivers of satisfaction with operations and maintenance across the agency.

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Asset Management Function | * Provide reports and advice to contribute to decision making and directions in asset management. |
| Line Manager | * Report on progress towards asset management objectives, discuss key projects and issues, seek and receive advice. |
| Agency Staff | * Provide data, advice, and support to agency staff/teams undertaking asset management. |

**External**

|  |  |
| --- | --- |
| Who | Why |
| External stakeholders | * Respond and resolve queries, providing information and/or resources or redirect to the appropriate person or business unit if required |

## Role dimensions

### Decision making

Agency to complete.

### Reporting line

Agency to complete.

### Direct reports

Nil

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Appropriate tertiary qualifications or demonstrated relevant, equivalent professional experience.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way and encourage others to do so * Act professionally and support a culture of integrity * Identify and explain ethical issues and set an example for others to follow * Ensure that others are aware of and understand the legislation and policy framework within which they operate * Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences * Clearly explain complex concepts and arguments to individuals and groups * Create opportunities for others to be heard, listen attentively and encourage them to express their views * Share information across teams and units to enable informed decision making * Write fluently in plain English and in a range of styles and formats * Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
|  | **Work Collaboratively**  Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration * Build cooperation and overcome barriers to information sharing and communication across teams and units * Share lessons learned across teams and units * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work * Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Identify the facts and type of data needed to understand a problem or explore an opportunity * Research and analyse information to make recommendations based on relevant evidence * Identify issues that may hinder the completion of tasks and find appropriate solutions * Be willing to seek input from others and share own ideas to achieve best outcomes * Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | * Perform basic research and analysis to inform and support the achievement of project deliverables * Contribute to developing project documentation and resource estimates * Contribute to reviews of progress, outcomes and future improvements * Identify and escalate possible variances from project plans | Intermediate |

**Occupation-Specific Focus Capabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Asset Management Processes and Practices**  Manage and integrate asset lifecycle activities by balancing cost, risk and performance to meet government objectives. | Assist with the management of activities within a particular phase or phases of the asset lifecycle, for example asset planning, delivery/acquisition, decommissioning or divestment activities  Assist with delivery of activities in accordance with an operational or maintenance model for assets  Articulate the value of cost analysis that considers all stages of the asset lifecycle, including capital and recurrent costs  Assess assets against defined measures for cost, risk and performance  Articulate how the organisation’s risk management framework is used to identify asset-related risk  Assist with delivery of continual improvements and organisational capability building initiatives in asset management  Assist with managing resources and services required to deliver the asset management plans | 1 |
|  | **Asset Management Data and Information**  Produce asset data and information that supports decision-making and continual improvement. | Articulate the role of asset information and data management in supporting decision-making and continual improvement  Maintain and collate asset information and data in accordance with the organisation’s standards and processes  Use asset information technologies to carry out asset management processes  Participate in asset management knowledge sharing | 1 |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Description** | **Level** |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
|  | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |