

# Kingborough Council

## Information Package for Applicants



<b>Position Details:</b>	<b>Asset Management Coordinator, Position Number 000063</b>
<b>Employment Status:</b>	<b>Ongoing, Full Time</b>
<b>Department:</b>	<b>Engineering Services Department</b>
<b>Applications Close:</b>	<b>4pm on Friday, 24 July 2020</b>
<b>Further Information:</b>	<b>Mr David Reeve, Executive Manager Engineering Services, on 03 6211 8200 or email <a href="mailto:dreeve@kingborough.tas.gov.au">dreeve@kingborough.tas.gov.au</a></b>



**KINGBOROUGH COUNCIL**  
**[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)**

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## Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space and community and cultural facilities.

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## Position Advertisement

### Asset Management Coordinator

An exciting opportunity has arisen for an enthusiastic and adaptable individual to join the Kingborough Council's Engineering Services team. The Asset Management Coordinator is responsible for the development and maintenance of Council's asset registers and the provision of asset data to support the capital works and maintenance programs and strategic planning and modelling.

The position undertakes programmed and reactive data entry, database maintenance and the field-capture of asset information, including the collation of relevant condition based data. You will also supervise other staff and contractors in collecting asset details in the field, including asset attributes and condition data.

You should have qualifications in a relevant field such as civil engineering or spatial information services and demonstrated experience in the operation of asset management systems. Practical experience in the capture of asset information and attributes in a civil construction environment is also essential.

**Further details:** The position is full-time, with a salary in the range of \$88,628 to \$100,456 per annum. For more information, please contact David Reeve, Executive Manager Engineering Services on 03 6211 8200.

**How to Apply:** The Information Package for this role is available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications can be submitted online through the Employment Portal on Council's website. Applications close at 4pm on Friday 24 July 2020.

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## **Key Selection Criteria**

### **Asset Management Coordinator**

**Please address these selection criteria in your application**

#### **Essential**

1. Qualifications in Civil Engineering or equivalent asset management related qualification at Diploma level or higher.
2. Demonstrated experience in the operation of Asset Management Systems comprising Asset Management databases and Geographical Information Systems.
3. Practical knowledge and experience of asset management principles, or a demonstrated ability to acquire this knowledge.
4. Practical experience in the capture of asset information and attributes in a civil construction environment.
5. Practical experience in valuing and accounting for assets using the relevant asset management accounting standards.
6. Demonstrated ability to plan ahead and work in a systematic and organised way, seeing projects through to a satisfactory completion.
7. The ability to demonstrate clear analytical thinking and the ability to work with and solve complex engineering issues.
8. Proven ability to work in a team environment and to work independently as required.
9. Competent computer skills using Microsoft Office software.
10. Current driver's licence.
11. White Card – Working Safely in the Construction Industry

#### **Desirable**

1. Experience in and knowledge of Local Government infrastructure.

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## Position Description

# ASSET MANAGEMENT COORDINATOR

### POSITION DETAILS

<b>Position No.</b>	000063	<b>Department</b>	Engineering Services
<b>Employment Status</b>	Ongoing full time	<b>Location</b>	Civic Centre
<b>Unit</b>	Asset Management	<b>Classification</b>	Professional, Level 3

### POSITION OBJECTIVE

The position is responsible for:

- The development and maintenance of accurate computerised asset registers for all Council assets and provide accurate data for use in the preparation of capital works and maintenance programs and strategic planning and modelling.
- Undertaking programmed and reactive data entry, database maintenance, and the field-capture of asset information, including the collation of relevant condition based data.

### KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake the recording of asset attributes from 'as constructed' information for subdivisional development and in-house capital works projects and for specific asset management recording functions.
- Systematically research and record details related to existing Council assets, and undertake or arrange such field inspections as may be required.
- Liaise with field staff to ensure that the asset management system accurately reflects the current assets and that changes to assets are promptly recorded.
- Ensure that the asset management systems are able to provide accurate and timely information for accounting purposes.
- Assist in the development of reports and recommendations for the development of asset management plans for the replacement or upgrade of infrastructure assets.
- Manage the development and maintenance of accurate and relevant registers for all Council infrastructure assets and recording of the detail plans, the GIS system, and specific software packages as appropriate.

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- Provide advice and assistance to the Works Department in relation to the recognition, capture and recording of relevant asset management data.
  - Manage the field capture and creation of as constructed plans for Council's capital works projects using Council's survey grade GPS and total station systems, as required.
  - Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

**Authority and accountability:** Employees at this level are professionally autonomous and undertake professional work that is novel, complex or critical. They may be responsible for the supervision and mentoring of less experienced professional officers.

**Judgment and problem solving:** Employees at this level operate at an experienced level in delivering specialist work which requires extensive knowledge and a high level of skill. The position requires the capacity to work independently and without direct supervision.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** - This position works closely with the Strategic Asset Management Coordinator and staff from the Engineering Services Department.
2. **External** – This position liaises with Council's customers, contractors, consultants, local government professionals and Government agencies.
3. **Direct Reports** - This role reports to the Executive Manager Engineering Services and supervises the Asset Survey Officer and/or contractors.

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## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Qualifications in Civil Engineering, Spatial Information Services or equivalent asset management related qualification at Diploma level or higher.
- Demonstrated experience in the operation of Asset Management Systems comprising Asset Management databases and Geographical Information Systems.
- Practical knowledge and experience of asset management principles, or a demonstrated ability to acquire this knowledge.
- Practical experience in the capture of asset information and attributes in a civil construction environment, particularly the use of survey instruments and general survey practices.
- Demonstrated ability to plan ahead and work in a systematic and organised way, seeing projects through to a satisfactory completion.
- The ability to demonstrate clear analytical thinking and the ability to work with and solve complex engineering issues.
- Competent computer skills using Microsoft Office software particularly experience with Microsoft Access in the creation of reports and database interrogation.

### **Licences**

- Current unrestricted motor vehicle driver's licence.
- White Card - Working Safely in the Construction Industry, or the capacity to obtain this qualification.

### **Desirable**

- Experience in and knowledge of Local Government infrastructure.

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## Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a **National Police check** will be required for this position.

### How to apply:

Your application should be addressed “**Confidential Job Application – Asset Management Coordinator, Position Number 000063**” and submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au).

Thank you for your interest in employment with the Kingborough Council.



## Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, <a href="https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf">https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf</a>
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, <a href="http://www.fwc.gov.au">www.fwc.gov.au</a>
Classification and Salary:	This position is classified under the Enterprise Agreement as Professional Officer, Level 3, with a commencement salary in the range of \$88,628 - \$100,456 per annum.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 19 day per four-week cycle arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

	<p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, Hepatitis A and B).</p>
Leave	<p>Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>
Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the</p>

	<p>Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Relocation Costs	<p>Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.</p>
Corporate Wardrobe and PPE	<p>Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.</p> <p>An annual corporate wardrobe allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. The range is shown at:</p> <p><a href="https://www.nnt.com.au/local-government">https://www.nnt.com.au/local-government</a></p>
Other Employee Benefits	<p>Our employees have access to <b>discounted health insurance</b> options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a <b>novated lease for a personal vehicle</b> through Maxxia.</p> <p><i>LGAT Assist</i> also provide <b>low interest loans</b> to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	<p>Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i>, Regulations and Codes of</p>

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	Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on <a href="mailto:recruitment@kingborough.tas.gov.au">recruitment@kingborough.tas.gov.au</a> or (03) 6211 8200.