

Position Description

Position title:	Asset Information & Analytics Officer
Position number:	New
Group:	Infrastructure and Natural Assets
Reports to position title:	Manager Asset Planning
Number of direct reports:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay point 24 - 30
Approved:	October 2026

About the Group

The Infrastructure and Natural Assets Group is responsible for leading and managing Council's infrastructure and natural asset programs to support a safe, sustainable and well serviced municipality. The Group oversees the planning, delivery and renewal of infrastructure assets, provides sustainable waste and stormwater management services, and plays a key role in protecting and enhancing the City's natural environment. Through responsible asset stewardship and forward planning, the Group ensures infrastructure and natural assets continue to meet community needs now and into the future.

About the Team

The Asset Planning team supports the sustainable management of Council's infrastructure assets through asset planning, information management, financial stewardship and continuous improvement of Council's Asset Management Information System. The team provides the data, analysis and strategic support required to inform decision-making, optimise asset performance and deliver long-term community outcomes.

About the Role

The Asset Information & Analytics Officer is responsible for the administration, optimisation and governance of Council's Asset Management Information System, ensuring asset information is accurate, accessible and supports effective decision-making.

The role provides specialist systems expertise, manages data and reporting frameworks, supports system integration and user training, and drives continuous improvement of asset management processes and practices.

Working closely with internal stakeholders, the position enables effective asset lifecycle management, informed planning and delivery of Council's asset management objectives.

Key Responsibilities

- Manage and enhance Council's Asset Management Information System to ensure reliable performance, effective functionality and alignment with organisational asset management requirements.
- Maintain the integrity, governance and accessibility of asset information, ensuring data is accurate, consistent and supports operational, financial and strategic decision-making.
- Coordinate system integrations, reporting frameworks and information management processes to support efficient business operations, asset lifecycle management and organisational performance reporting.
- Provide specialist advice, technical support and user training to build capability and promote the effective use of the Asset Management Information System and related business processes.
- Lead and support system upgrades, enhancements and improvement initiatives to ensure the Asset Management Information System continues to meet business needs and industry best practice.
- Support the development and implementation of asset management frameworks, plans and strategies through the provision of system expertise, asset information and data analysis.
- Deliver operational activities within the role's scope, coordinating workflows and ensuring work is completed accurately, to a high standard, and on time.
- Manage resources responsibly within approved budgets and policies, and identify and address operational risks related to specialist activities.
- Ensure compliance with relevant legislation, governance requirements, policies and procedures, including accurate and timely reporting.

- Promote and maintain safe work practices by identifying hazards, managing incidents and implementing risk controls.
- Support effective service delivery by coordinating work, using systems and processes correctly, and building strong stakeholder relationships.
- Contribute to continuous improvement by sharing expertise, mentoring others, collaborating across teams, supporting change initiatives, and improving processes and ways of working.
- Carry out other duties appropriate to skills and training.

Selection Criteria

Essential

1. A tertiary qualification in engineering, asset management, spatial science, or a related field, or demonstrated equivalent experience in infrastructure asset management within a local government or similar environment.
2. Proven ability to assist in the development of infrastructure asset management plans, service plans and strategic documentation, including analysis of asset performance and lifecycle costs, writing reports and submissions, plan preparation and investigations.
3. Demonstrated experience developing reports, dashboards and data analytics solutions.
4. Competence in managing asset databases and spatial data, including mapping assets in GIS platforms and linking spatial data to asset systems to support planning and analysis.
5. Strong interpersonal and communication skills, with the ability to provide accurate asset information to internal staff and external stakeholders, and collaborate effectively to meet user expectations.
6. Ability to research, recommend and implement improvements to asset management procedures, data collection methods and system processes to enhance operational efficiency and data integrity.
7. Sound understanding of current asset management principles, practices and trends within local government and the broader infrastructure sector, with a commitment to continuous learning and professional development.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of Entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as valued members of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.