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AMIS Coordinator

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

AMIS Coordinator

BAND

5 (\$63,007 to \$80,277)

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Asset Strategy, Planning & Performance

DIVISION

Assets & Operations

REPORTS TO

Manager Asset Strategy, Planning & Performance

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The AMIS Coordinator will lead the development of the Asset Management Information System (AMIS) including Works Management System (WMS), and support the development of the Geographic Information System (GIS), 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 AMIS including 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.
- Support the development and administration of the GIS.
- In conjunction with the GIS Coordinator, maintain the integrity, accuracy and completeness of data contained within the GIS and AMIS and WMS including the asset register and fault database to ensure the Corporation meets its legislative, statutory and other obligations.
- Assist in the implementation of the Corporation's AMIS, 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.
- Deliver a high level of customer service in the preparation and provision of Dial Before You Dig information as well as water and sewer block plans to contractors, clients, developers and other relevant parties, as required.
- Assist with the collection of field data using Global Positioning System data collectors and collection and compilation of electronic drawings and asset attribute data from various sources into a format for input into GIS, AMIS and WMS.
- Assisting in the preparation of, and provide input into the development of reliable links between the GIS and the Corporation's asset databases.
- Maintain a register of all CAD drawings and plans.
- 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, 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.

An underwater photograph showing several people swimming in clear, blue-green water. The scene is captured from an overhead perspective, with sunlight filtering through the water, creating a dappled light effect. The swimmers are silhouetted against the lighter water, and their movements are captured in various stages of a stroke. The overall mood is serene and active.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Accountability and the 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 Corporation.

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 Corporation.

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.

This position requires 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 Corporation-wide framework.

An understanding is required of the long term goals of the wider Corporation 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.

REQUIREMENTS OF THE POSITION

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.

Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

Qualifications and Experience

Tertiary qualifications in GIS or relevant discipline (Geomatics, Cartography or Surveying).

Current driver's licence suitable for Victoria.

Substantial experience in database management and the principles and practises of GIS and asset management.

Key Selection Criteria

Substantial experience in the operation and maintenance of corporate databases such as Asset Management Systems, Works Management Systems, Geographic Information Systems or other Corporate Information Systems.

Experience in the use of myData and FOCUS (now FieldTec) is highly desirable.

Demonstrated experience at developing and delivering training programs.

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.



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