

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE **Asset Management Officer**

REVIEW DATE **06/03/2018**

REPORTS TO **Chief Financial Officer**

POSITION DESCRIPTION

Position purpose *To manage the assets of PMMRAC to include but not limited to the fleet of vehicles, the building, properties, generators, IT Equipment etc.*

- Main tasks** Core objectives include:
- Assist with consolidating existing asset database and systems to effectively record asset data
 - Assist with the development and reviewing policies and standards on asset management issues
 - Assist with the development and updating procedures to ensure high quality asset management service delivery to internal stakeholders
 - Contribute to planning for the management, rehabilitation and renewal of assets
 - Develop and maintain an asset management system which integrates with existing information technology systems where practicable
 - Develop and maintain maintenance and capital improvement programmes for all asset groups in consultation with the Chief Financial Officer.
 - Develop effective control with regard to asset management
 - Development of a risk management plan for all asset classes to ensure that risks are managed and the asset register is materially accurate at all times
 - Investigate and report on asset management performance
 - Manage the insurance on assets
 - Prepare regular updates on asset management status and performance
 - Undertake planning and investigation tasks, including but not limited to: Undertake site investigations, undertake regular stocktakes/auditing of assets, testing activities and inspections when required

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

- Qualifications**
- Certificate IV Financial Services or higher (desirable)
- Experience**
- Demonstrated analytical and time management skills
 - Demonstrated computer literacy in Microsoft Office Suite
 - Demonstrated experience in a similar role (minimum 2 years)
 - Demonstrated experience in managing records and excellent attention to detail
 - Demonstrated experience in SAP Business One (desirable)
 - Demonstrated experience with computer based asset management systems
 - Demonstrated verbal and written communication skills
- Knowledge**
- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
- Skills & competencies**
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- Professional approach
 - Ability to work under pressure
 - Organisational and time management skills
 - Excellent attention to detail
 - Strong data entry skills
 - Confident manner
 - Positive approach to change
- Other**
- Current National Police Clearance (essential)
 - Willing to complete a pre-employment medical including a drug and alcohol screen (essential)
 - Current 'C' class drivers licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY AN AUTHORISED PERSON OF PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION

.....
Chief Executive Officer

.....
Date