



Government
of South Australia

Department for Infrastructure
and Transport

Asset Officer (ASO5)

Role statement

Organisational alignment

Division: Road and Marine Services
Directorate: Road Maintenance
Section: Asset Management

Reporting relationships

Reports to: Asset Information Lead
Direct reports: Nil

Role overview

The Asset Officer supports the Asset Information Lead in managing the asset register, maintaining data quality, conducting data analysis, and coordinating asset data handover activities for road and road-related assets across the State. This includes supporting data quality checks to ensure asset information is accurate, complete and reliable; reviewing, validating and recording asset data and associated documentation such as specifications, standards, technical drawings and plans; and preparing data summaries, reports and insights to meet asset information requirements.

The role also coordinates systems training activities in collaboration with the Asset System Specialist. Responsibilities include managing training schedules, developing and maintaining training materials and user guidance, providing support to system users, responding to training needs, and promoting consistent use of asset management systems and business processes across the organisation.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Liaise with internal and external stakeholders to address concerns associated with, and to progress and provide input into, assigned programs, projects, systems and/or services.
- Organise and deliver assigned data and system support activities with limited supervision, exercising judgement to prioritise work, meet deadlines and escalate complex issues where required.
- Coordinate data checking, information gathering, record keeping, reporting and data handover activities to support asset information outcomes.
- Maintaining records and systems and contributing to the development of professional standards, programs, projects, assets, systems and/or services.
- Coordinate system training activities, including maintaining training materials, user guidance and training records, and working with the Asset System Specialist to support users, respond to training needs and promote consistent system use and business processes.
- Contributing to a high standard of customer service for internal and external clients and quality management and risk.
- Contribute to the development and implementation of relevant strategies and programs for the road network.
- Undertake research, data analysis and preparation of correspondence, reports and briefings to support assigned programs, projects, assets, systems and/or services.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- A tertiary qualification in Data Science, Analytics, IT, Business, Asset Management or a related discipline is required.
- A current Driver's Licence is essential.

Technical capabilities

- Knowledge of asset registers, asset information, data quality, data analysis and system support activities, or the ability to quickly develop this knowledge.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well-informed decisions.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with employees and stakeholders.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Road Maintenance

People, Culture and Capability Use Only	KNet ID: #25260138	ANZSCO code: 2232	Position number: P49898
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