Position Title	ICT Assets Officer
Department	People and Performance
Unit	Information Communication and Technology
Team	ICT Governance and Risk
Supervises	Nil
Reports To	Coordinator ICT Governance and Risk
Grade Range	F
Date Prepared	21/06/2023
Date Last Updated	21/06/2023

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**

We work as one **team**

We act with **integrity**

We care about our **customers**

We **continuously improve**

Primary purpose of position

This role is responsible for managing and overseeing the Council's information and communication technology (ICT) assets throughout their lifecycle. This role involves asset tracking, inventory management, procurement coordination, and ensuring compliance with relevant policies and procedures. The ICT Assets Officer plays a crucial role in optimising asset utilisation, minimising costs, and supporting effective IT operations.

Accountabilities

- Develop, implement and maintain asset management strategies and procedures to effectively track, monitor, and maintain ICT assets, including asset tagging and labeling procedures to facilitate asset identification and tracking.
- Maintain accurate centralised asset inventory system, ensuring up-to-date information on asset location, ownership, and configuration records of all ICT assets, including hardware, software, licenses, warranties, service agreements, and associated documentation.
- Conduct regular audits and physical inspections to ensure assets are properly accounted for and aligned with inventory records.
- Collaborate across the ICT team to establish asset lifecycle management practices, including acquisition, deployment, maintenance, and disposal; ensuring compliance with Council policies, procedures, and regulatory requirements related to ICT asset management.
- Coordinate with procurement and ICT teams to identify ICT asset requirements and facilitate procurement processes.
- Liaise with vendors and suppliers to obtain competitive pricing, negotiate contracts, and ensure timely delivery of assets.
- Develop and implement processes for the proper disposal, decommissioning, and recycling of ICT assets, ensuring adherence to data security and privacy protocols during asset disposal, including secure data wiping and equipment destruction.
- Prepare regular reports on asset status, financials, and performance metrics to management and stakeholders.
- Additional duties as required within the limits of the employee's skill, competence and training

ICT Assets Officer

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
Results	**Plan and Prioritise**	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Personal Character		
Display Resilience	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and • Gives direct and honest feedback/ advice • Listens when challenged and seeks to • Raises and works through challenging issues and seeks alternatives
Results		
Plan and Prioritise	Adept	• Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and • Scopes and manages projects effectively, • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations
Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct
All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety
All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management
All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience
Essential Qualifications
- Tertiary qualifications in Business Administration, Information Technology or related discipline
- ITIL certification

Essential Experience
- Proven experience in ICT asset management, inventory control, or related roles.
- Demonstrated ability in asset management best practices, including lifecycle management, procurement, and compliance.
- Knowledge and experience with IT hardware, software, and licensing concepts.
- Proficiency in using asset management software and tools.
- Excellent organisational and analytical skills, with attention to detail.
- Strong communication and interpersonal skills for collaboration with cross-functional teams.
- Ability to prioritise tasks, meet deadlines, and adapt to changing priorities.

Desirable Qualifications and or Experience
- Previous Public Sector experience in a technology environment
- Knowledge of relevant regulations, standards, and frameworks in ICT asset management (e.g., ITIL, ISO 55000) is desirable.
- Institute of Asset Management certification

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☑	☐
Does this position require incumbent to undergo criminal reference check?	☑	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☑	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☑
Could there be a conflict of interest with secondary employment?	☑	☐