

Position Title	Senior Asset Management Analyst
Department	City Future
Division	City Plan & Infrastructure
Unit	Asset Systems and Planning
Team	Asset Data and Systems
Supervises	Nil
Reports To	Team Leader Asset Data and Systems
Grade	I
Date Prepared	7/11/2025
Date Last Updated	

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

The Senior Asset Management Analyst is responsible for overseeing and optimising Council's asset portfolio, ensuring compliance, efficiency, and strategic alignment with business objectives. This role involves advanced data analysis, lifecycle management, and financial modeling to support decision-making and maximise asset value.

Accountabilities

- Provide detailed and specialist knowledge on the management of local government assets across their full lifecycle — from acquisition and operation to renewal and disposal
- Collaborate with asset owners and custodians to ensure all assets are accurately captured, classified, and maintained within Council's Asset Management System, ensuring compliance with financial and reporting standards.
- Partner with asset owners to develop and maintain comprehensive Asset Management Plans (AMPs) across all asset classes, incorporating service levels, lifecycle strategies, and risk assessments that align with Council's strategic objectives and long-term financial planning frameworks.
- Provide specialised advice to assist in developing forward works programs, capital works schedules, and renewal planning across a 10-year horizon, ensuring alignment with the Long Term Financial Plan (LTFP), organisational budgets, and service delivery priorities.
- Collaborate with the Coordinator Financial Management to deliver accurate annual financial reports, asset revaluations, capitalisation processes, and depreciation analysis, ensuring transparency, accountability, and compliance with audit standards.
- Undertake advanced data, financial, and spatial analysis to inform asset performance monitoring, condition assessment, and investment prioritisation, utilising GIS mapping, predictive modelling, and Power BI dashboards to communicate insights across the organisation.
- Integrate risk, resilience, accounting and sustainability considerations into lifecycle and investment planning, including the use of predictive and scenario modelling to assess long-term cost, service, and risk trade-offs.

- Support the continuous improvement and optimisation of Council's Asset Management System, procedures, and workflows, promoting digital innovation and system integration to improve data accuracy, transparency, and accessibility.
- Provide technical mentorship and guidance to asset officers and analysts, supporting capability development in areas such as data analytics, GIS mapping, lifecycle modelling, and asset capitalisation.
- Contribute to the review and development of Council's asset management policies, frameworks, and standards to ensure consistent application across departments and alignment with industry best practice and legislative requirements.
- Collaborate with internal stakeholders to embed asset management principles within organisational planning, operational reviews, and digital transformation initiatives, ensuring assets are managed strategically and sustainably.
- Perform other related duties as required by the Team Leader, Asset Data and Systems, and act in the Team Leader role when required.

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 – Senior Technical / Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 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	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • 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
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results
Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately

- Ensures team understands obligations to comply with records, information and knowledge management requirements

* 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 Chief Executive Officer.

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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Relevant tertiary qualification in Civil Engineering, Asset Management, or a related discipline.
- Class C Drivers Licence

Essential Experience

- Extensive knowledge and experience in Civil Infrastructure
- Demonstrated project management skills, with experience delivering complex asset management programs.
- Well-developed understanding of local government asset management frameworks, programs, and practices.

- Strong and effective communication and facilitation skills, including the ability to engage with internal and external stakeholders.
- Well-developed analytical, investigative, and problem-solving skills applied to asset data, financial modelling, and lifecycle planning.
- Demonstrated experience coaching, mentoring, and educating staff to ensure understanding, engagement, and ownership of asset management responsibilities.
- Flexible, innovative, and multi-disciplinary approach to work, with the ability to manage competing priorities.
- High attention to detail and accuracy in preparing reports, analyses, and asset information.
- Advanced computer literacy for accessing and analysing information, calculating costs, preparing outputs, and communicating findings (e.g., Word, Excel, Access, Power BI).
- Advanced knowledge of asset management systems and Geographical Information Systems (GIS).
- Advanced experience in asset portfolio financial modelling, including applications such as MyPredictor.

Desirable Qualifications and or Experience

- Relevant post-graduate qualification in Asset Management, Infrastructure Planning, or Business Analytics.
- High-level skills in financial analysis of budgets, costing, and lifecycle management of engineering or infrastructure projects.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position have an inherently high risk for fraud and corruption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>