

Job title: Assets Administration Officer	
Classification: Band 4	Effective Date: May 2025
Reports to: Strategic Asset Management Coordinator	Tenure: Fixed Term – 6 Weeks

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will provide a range of effective administrative services and customer service to different departments within Council on a casual basis as requested.

Key Responsibilities

Position Specific Responsibilities

- Undertake specific tasks as allocated by the relevant supervising manager.
- Assist in collecting updated unit rates for asset revaluations by consulting with subject matter experts in other teams/departments.
- Utilising Microsoft Word and Excel spreadsheets for data collection and information gathering.
- Assist in data validation and data comparisons to ensure calculations and data outputs are as expected.
- Assist in the operation of councils Geographic Information System (GIS) and Whitehorse Asset Management System (WAMS).
- Assist in other asset management tasks as required.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: The position has no direct reports but may be required to provide on the job training to others.

Judgment and Decision Making

The objectives of the work to be completed will be well defined but the incumbent may be required to select a particular method or process from a range of available alternatives. Guidance and advice will always be available to the employee within the time available to make a choice.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Understanding of the support role that the casual position provides to the organisation and a familiarity with organisational procedures, practices and policies.

- Demonstrated ability to provide customer-focused service, consistent with Council's values and behaviours.
- Demonstrated ability to reliably and accurately complete administrative tasks in a range of systems and applications, consistent with procedures and workflows

Technology

- Proficiency in the application of MS Office products, Microsoft Outlook, electronic purchasing systems and other office equipment (phones, faxes, photocopiers).
- Proficiency in learning new systems such as Whitehorse Asset Management System (WAMS), Geographic Information System (GIS) and other supporting local government systems.

Qualifications and Experience

- Successful completion of secondary education and/or post secondary qualifications combined with skills required from relevant administrative/customer service experience
- Experience working in an administrative environment with a strong customer and team focus
- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Interpersonal Skills

- Excellent verbal and written communication skills and the ability to gain the cooperation and assistance from clients, members of the public and other employees in the undertaking of administration support functions.
- Positive attitude towards customer service provision.

Key Relationships

- The position is required to maintain professional relationships with all relevant staff throughout the organisation and customers of the City of Whitehorse.

Management Skills

- Ability to manage own time and plan and organise own work.
- Ability to provide on the job training to others.
- Ability to work successfully within a team environment and work effectively in different departments that may have different work locations and structures.
- Attention to detail.

Key Selection Criteria

- Successful completion of secondary education and/or post secondary qualifications combined with skills required from relevant administrative/customer service experience.

- Proficiency in the application of MS Office products, Microsoft Outlook, electronic purchasing systems and other office equipment (telephones, faxes, photocopiers, printers).
- Proficiency in learning new systems such as Whitehorse Asset Management System (WAMS), Geographic Information System (GIS) and other supporting local government systems.
- Ability to work successfully within a team environment and work effectively in different departments that may have different work locations and structures.
- Excellent verbal and written communication skills, including demonstrated ability to provide accurate information.
- Ability to organise own work and prioritise tasks to meet deadlines and maintain high productivity.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	NIL		
Hand/Arm Movement Tasks involve use of hand/arms	NIL	Sitting at desk and using keyboard and mouse	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	NIL		
Standing Tasks involve standing in an upright position	NIL	Standing at desk at times throughout the day	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	NIL		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	NIL		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	NIL		
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	NIL		
Keyboard Duties Tasks involve sitting at workstation and using computer.	No	Daily keyboard duties	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	NIL		

Any other relevant comments:

- The position may be required to attend out of hours meetings.
- The position may be required to work from different locations within the municipality.