

Position description

Position title	Asset Systems Officer
Position number	200021
Classification level	D
Group	Property
Reports to	Asset Systems & Compliance Manager
Location	1010 La Trobe Street, Docklands
Date	June 2024
Tenure	Permanent full time

Our organisation

VicTrack is custodial owner of Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.



Our business groups

Our business is made up of two specialist delivery groups – Property and Telecommunications – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

Dimensions

Reporting relationships

The Asset Systems Officer reports to the Asset Systems & Compliance Manager.

Budget

N/A

Purpose of the position

Property Group has responsibility for the management of a diverse range of ten asset classes spanning buildings, bridges, land, rail and tram infrastructure and utilities. The portfolio includes some 750 buildings, over 120 bridges, a large expanse of land and a range of operational rail assets used for freight and logistics.

The Asset Systems Officer will assist with the running and improvement of the established asset management system and processes, with a particular focus on improving the quality and relevancy of data. This position will assist with compliance assurance across VicTrack's assets and contractors and will aid in the development and implementation of asset performance measurements and associated reporting.

Key accountabilities/functions

- Coordinate asset inspection programs across all asset classes, with establishment of new or implementation of improvements to existing programs.
- Identify and implement improvements to the established asset management system.
- Maintain and improve asset data to ensure changes are implemented and embedded effectively.
- Provide operational and technical support for the Asset Information Management System to users and consumers.
- Administration of Essential Safety Measures (ESM) and contractor compliance programs.
- Perform asset data analysis, identifying, recommending and implementing changes to data structures and system processes. Where necessary undertake review and development of asset performance measurements with establishment of associated reporting mechanisms.
- Coordinate asset management related activity reviews, such as failure modes and effects analysis workshops and asset management system gap analysis.
- Report on the health and performance of the asset portfolio, including defects, condition, inspection and work history.
- Facilitate the development of capital and operational plans and budgets.
- Provide advice, support and training in the area of asset management to the broader Property Group, ensuring a consistent understanding of policies and procedures.

Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

Individual attributes

Qualifications

- A Certificate or Diploma in asset management or equivalent experience

Knowledge and experience

- A genuine interest and prior experience in asset management
- Demonstrated ability to interpret and apply legislation and experience in developing and maintaining asset management plans, processes and procedures
- Experience analysing asset data, presenting findings and making recommendations based on findings
- Experience using a computerised Maintenance Management System or Enterprise Asset Management Software
- Experience dealing with a range of stakeholders involved in the lifecycle of leased assets, including leasing managers, tenants and maintenance contractors
- Experience managing assets such as buildings, bridges, land, rail and tram infrastructure (desirable, but not essential)
- Experience querying databases to generate custom, ad-hoc reports (desirable, but not essential)
- Experience with the engagement of contractors for inspections and minor maintenance (desirable, but not essential)
- Demonstrated proactive approach to identifying and recommending system improvements

Skills

- Demonstrated computer knowledge and expertise using appropriate asset management functions including skills or the ability to rapidly acquire skills in use of computer programs relevant to execution of duties
- Ability to manage time and prioritise tasks
- Ability to work autonomously as well as part of a team
- Ability and desire to identify and implement improvements to processes and procedures
- Ability to deftly work with multiple stakeholders, both internal and external, to reach resolution to issues
- Analytically minded with ability to recognise anomalies in information
- Well-developed written and oral communication and interpersonal skills

Interpersonal and other features

Internal relationships

- All VicTrack employees

External relationships

- All VicTrack customers
- Vendors and/or suppliers
- Outsourced lease management partners
- Tenants and property owners
- Contractors