



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Asset Management Officer
REPORTS TO:	Senior Asset Manager
DIVISION:	Terminals and Landside
LOCATION:	Devonport or Hobart
CONDITIONS:	Permanent Full-time (Common Law Contract)

PURPOSE OF THE POSITION

The position supports the Senior Asset Manager in the implementation and management of all asset management activities within the Terminals and Landside Division. The role will work closely with the Asset Manager and liaise and interact with other teams in the Terminals and Landside Division, and as required, with other Divisions across TasPorts.

KEY DUTIES

- Plan, scope, carry out asset related investigations (field and desktop), synthesise gathered information, develop reports and make recommendations informed by consultation with relevant stakeholders;
- Assist with the collection, input and maintenance of asset data in the asset management system and TasPorts corporate database;
- Assist with implementation and use of TasPorts asset management system;
- Assist with monitoring of asset condition and performance;
- Assist with systematic risk analysis and provide input to risk management strategies for critical assets and high risks;
- Provide input to infrastructure plan, maintenance plans and asset management plans;
- Update checklists, templates and associated asset management forms;
- Assist with the development of required service levels for infrastructure assets;
- Assist with developing policies and procedures to enhance TasPorts asset management systems;
- Reporting support for the Asset Management Team.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Senior Asset Manager, this position is required to work independently with minimal supervision. The exercising of sound judgment and discretion is a key requirement of the position as is the ability to maintain confidentiality. The position requires a high degree of independence in managing own workload to ensure the Asset Management team's needs are met.

TasPorts Health, Safety and Environment Responsibility and Authority:

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility:

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Understanding of the fundamental principles of asset management within an industrial or ports environment;
2. Understanding of asset performance and requirements within an industrial or ports environment;
3. Understanding of the role of asset management systems to inform decision making;
4. Strong analytical, conceptual, self-management, interpersonal and time-management skills;
5. Proficiency in the use of Microsoft Office applications including advanced Excel skills and experience in using asset management systems;
6. Thorough awareness and understanding of workplace health, safety, security and environment policies and guidelines relevant to the position.

QUALIFICATIONS / LICENCES

Essential

- Current drivers licence;
- Ability to acquire and hold a Maritime Security Identification Card (MSIC).

Desirable

- An appropriate qualification in engineering or asset management.