



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

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

PURPOSE OF THE POSITION

The position supports the Senior Asset Manager in the provision and implementation of the asset management function, strategies, policies and programs across TasPorts. The position is responsible for managing and improving the whole infrastructure asset management system across TasPorts with the focus on short, medium and long-term requirements of TasPorts. The role will liaise closely and interact with other teams in the Terminals and Landside Division and as required, with other Divisions across TasPorts.

KEY DUTIES

- Management and improvement of TasPorts' asset management system including processes and interfaces in accordance with the requirements of AS ISO 55001:2014;
- Assist with development and implementation of TasPorts' asset management program;
- Assist with the analysis of TasPorts' infrastructure asset maintenance requirements and preparation of prioritised asset management plans;
- Assist with internal and external stakeholder consultation to obtain required information for the preparation of infrastructure and asset management plans.
- Assist with the development and management of Asset Management policies, standards and procedures to ensure quality Asset management practices within TasPorts;
- Assist with the capture and implementation of asset management best practices.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Senior Asset Manager, this position is required to work independently and manage own workload to ensure the Asset Management Team's needs are met with minimal supervision. Sound judgment, discretion and ability to maintain confidentiality are key requirements.

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. Knowledge and understanding of the fundamental principles of asset management;
2. Understanding of the role of asset management systems to inform decision making;
3. Infrastructure asset management experience, preferably in a port or industrial environment;
4. Ability to manage and improve asset management systems to achieve high quality outcomes in a port environment;
5. Strong analytical, conceptual, self-management and time-management skills;
6. Thorough awareness and understanding of workplace health, safety, security and environment policies and guidelines relevant to the position;
7. Proficiency in the use of Microsoft Office applications including advanced Excel skills and experience in using asset management systems;

QUALIFICATIONS / LICENCES

Essential

- An appropriate qualification in engineering or asset management;
- Current drivers licence;
- Ability to acquire and maintain a Maritime Security Identification Card (MSIC).

Desirable

- Diploma or an Advanced Diploma or an Associate Degree in Engineering or Asset Management.