

# Position Description

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Position Title</b>  | Infrastructure Asset Systems & GIS Analyst |
| <b>Position Number</b> | DEEA03, DEDP06                             |
| <b>Directorate</b>     | Infrastructure                             |
| <b>Business Unit/s</b> | Asset Management                           |
| <b>Reports to</b>      | Service Lead Asset Management              |
| <b>Classification</b>  | Level 8 – Inside Workforce Agreement       |

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

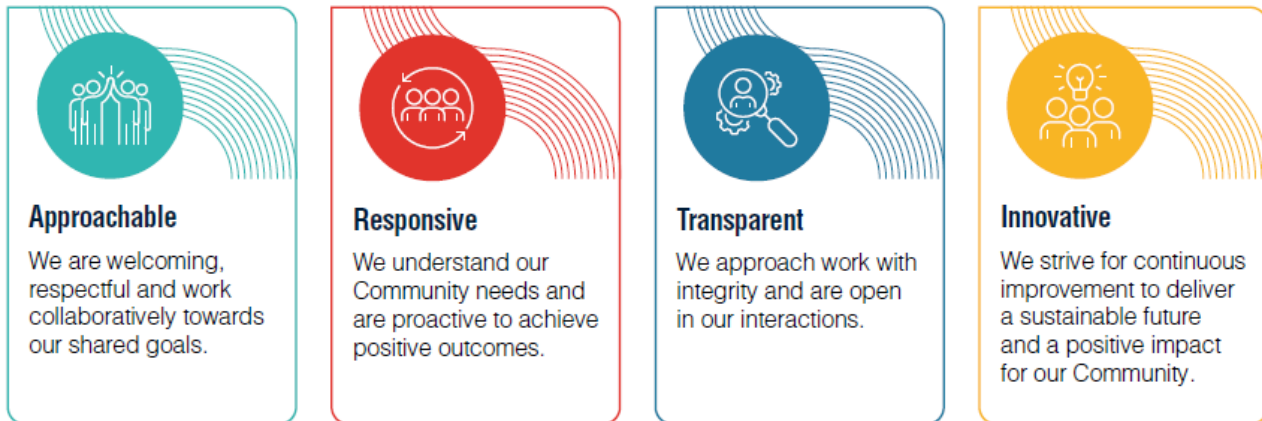
A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:



## Reporting Relationships

This position reports to Service Lead Asset Management.

## Position Overview

The principal objective of the position is to coordinate, maintain and continually improve the City's infrastructure asset information environment, including GIS, TechnologyOne Asset Management systems and associated asset datasets. The position is responsible for ensuring the accuracy, integrity and accessibility of infrastructure asset information, facilitating asset handover and data governance processes, undertaking asset modelling and annual works forecasting, and supporting evidence-based asset management planning, capital investment decision-making and operational service delivery.

## Position Objectives

### Accountability and Direction:

- Coordinate the implementation of the Asset Management System that has integrated capability for Asset Register, Works Management, Asset Prediction Modelling, Asset Financial, Customer Management and Spatial Management System. Analyse and continual review of infrastructure data sets and update with current information to be used in long term planning.
- Undertake annual renewal modelling for all asset classes to be used to inform the capital works programs.

### Asset Information Management:

- Administer and support infrastructure asset information within TechnologyOne Asset Management and associated GIS platforms, ensuring data integrity, system performance and alignment with corporate asset management requirements.
- Support the implementation and continual improvement of Enterprise Asset Management processes, standards and reporting requirements through effective system configuration, testing and data management.

- Develop, maintain and update infrastructure asset GIS databases and coordinate these activities with the requirements of Corporate Information Services (CIS).
- Coordinate the development of (GIS) models to assist the asset inspection team in capturing asset condition audits, predefined and reactive inspection data.
- Coordinate the compilation of infrastructure asset data for integration into asset management systems to assist in the delivery of programmed maintenance activities, capital works, and new works while additionally providing quality assurance responsibilities to CIS.
- Perform spatial analyses and generate reports from the GIS and related asset management systems.
- Develop and apply GIS analysis solutions to meet asset management specific needs.
- Provide input to condition inspections, data analysis and valuation activities associated with infrastructure assets.
- Ensure that the data housed in the Strategic Asset Management (SAM) System is accurate and updated in a timely manner
- Facilitate the asset handover process for new and renewed infrastructure assets, ensuring asset data, spatial information and supporting documentation are complete, verified and updated within TechnologyOne Asset Management and GIS systems.
- Maintain asset information standards, classifications, hierarchies and spatial datasets to support consistent asset management, reporting and lifecycle planning.
- Monitor and report on asset data quality, completeness and compliance requirements and assist with the resolution of data issues identified through audits and business processes.

#### **Asset Lifecycle Management:**

- Generate and provide spatial information relating to infrastructure assets for operational activities, Capital work in progress (CWIP) and 10 years capital works program.
- Coordinate annual renewal modelling and works forecasting for infrastructure asset classes to support development of the capital works program, asset portfolio plans and Long-Term Financial Plan projections.

#### **Service Level Management:**

- Contribute to the implementation and reviews of Asset Management Plans, Operational plans and Annual Reports by providing spatial information to illustrate relevant issues and clarify operational objectives / requirements.

#### **Management:**

- Provide technical expertise, user training and support to users.
- Serve as the GIS lead and point of contact on specific infrastructure asset specific GIS matters.

## Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

## Selection Criteria

| Qualifications/Education Level                                                                                                                                                              |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Bachelors level qualifications in Geospatial Sciences/Computer Science or equivalent related experience in Geospatial information systems management or demonstrated equivalent competency. | Essential |
| Knowledge, Skills, Experience & Abilities                                                                                                                                                   |           |
| Demonstrated Knowledge and skills in Asset Management and long term modelling.                                                                                                              | Essential |
| Demonstrated knowledge and skills in broad range of methods and techniques of engineering and spatial analysis as it relates to geographic information systems.                             | Essential |
| Proven skills in preparing accurate maps and records.                                                                                                                                       | Essential |
| Strong analytical skills in resolving a wide variety of problems of a technical nature.                                                                                                     | Essential |
| Sound Project Management skills.                                                                                                                                                            | Essential |
| Experience in using Asset Management Systems such as Technology One, GIS systems and MS Office Suite.                                                                                       | Essential |
| Experience in analysing spatial data by linking tabular information from other databases.                                                                                                   | Essential |
| Experience in implementing continuous improvement principles with internal staff, external organisations, community groups and other individuals.                                           | Essential |
| Previous experience in Local Government coupled with knowledge of the Local Government Act.                                                                                                 | Desirable |
| Other                                                                                                                                                                                       |           |
| National Police Clearance (under 3 months).                                                                                                                                                 | Essential |

### Office use only

| Position Creation Date | Date             | Officer |                     |
|------------------------|------------------|---------|---------------------|
| Last reviewed/Modified | Date August 2026 | Officer | SL Asset Management |