



Job Profile

Asset Data Officer

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Data & Intelligence	Career Stage	C
Job Function	Data Processing and Back-End Transaction	Career Stream	Operational
Coverage I EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	Last Modified Date	12/06/2024
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

The role enables the creation and modification of asset and spatial data for organisation's Asset Information Management to support Sydney Water's Asset Management System (AMS) and Asset Information System (AIS) to deliver Sydney Water's Asset Management Objectives and vision for creating better lives with world-class water services. The role delivers data creation and modification services for cadastral (land), facility assets, linear assets, facility management, geospatial data in accordance with the asset information management service management model. The role ensures creation and modification of asset data aligns to the organisations defined asset information framework



Accountabilities

Job Specific	• Creation and modification of asset and /or spatial data aligned to asset information requirements and standards. • Deliver Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) implemented for asset data creation and modification services. • Resolve allocated service requests for defined service areas. Escalate for assistance as required. • Ensure asset data is managed in accordance with asset management and enterprise policies. • Prepare documentation to meet quality management system requirements. • Conduct UAT and PVT for asset management application • Work as part of a team on asset information management improvement projects • Execute, monitor, and adapt delivery to enable effective and timely delivery with available resources. • Be aware of personal impact, effectiveness, and ability to influence others. • Demonstrate commitment to being Safe & Well Together in meetings such as sharing Safety moments. • Comply with all health, safety and wellness requirements set by the organisation. • Participate in health, safety, and wellbeing activities such as incident investigations, safety meetings, safety inductions. • Support wellness and resilience during a time of significant technological and process change • Participate in ongoing process and system improvements to support and improve business efficiently and risk management, and staff work environment
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Role Requirements

Education / Qualifications

Required	Tertiary qualifications in information management, engineering, information technology or a related discipline or experience deemed equivalent with demonstrated experience in information management.
Desired	

Certifications / Licences

Required	
Desired	

Experience

Required	- Demonstrated knowledge of asset management and operation of facility and / or network environments - Knowledge of asset and / or spatial data in utility or similar industry or asset management focussed environment. - Experience working with information management in water utilities, asset management or demonstratable transferrable industry experience. - Prior field, production or technical service delivery experience or equivalent learned knowledge. Ability to effectively translate for asset information management objectives. - Ability to understand and translate technical specifications, engineering drawings and operational requirements to customers and internal and external stakeholders for asset information management purposes. - Demonstrated experience with asset management and GIS applications. - Demonstrated analytical, conceptual and problem-solving skills. - Demonstrated Experience working with relational and / or object and network orientated data sets. - Experience in information management and data lifecycle management. - Excellent oral and written communication skills with the ability to translate data and information management concepts into business terms, use cases and business benefits. - Experience with external customer interfacing, including written and verbal via telephone, videoconferencing and in person
Desired	



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Information Architecture	1	Essential	Developing
Technical Data Management Systems	2	Essential	Developing
Management Information Systems	3	Essential	Developing
Business Process Management	4	Essential	Developing
Continuous Improvement Process	5	Essential	Developing
Quality Assessment	6	Essential	Developing
Cataloguing	7	Essential	Developing
Engineering Analysis	8	Desirable	Developing
Troubleshooting (Problem Solving)	9	Desirable	Developing
Interpersonal Communications	10	Desirable	Developing
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.