

POSITION DESCRIPTION

Falls Creek Resort Management Mission Statement

To deliver, for our users and stakeholders, an unparalleled and unique world class all season's alpine village, renowned for being Australia's premier leisure, lifestyle, and adventure destination.

Position Title	ASSET & PROJECTS OFFICER
Position Details	
Reporting to	Asset & Operations Manager
Direct Reports	Nil
Liaises with internally	Director Infrastructure & Mountain Response, Resort Services Officers, Treatment Plant Operators, Mechanics, Finance Officers and other FCRM staff as required
Liaises with externally	Village stakeholders, contractors and consultants
Purpose of the Position	To provide assistance with management of the FCRM asset management systems, database and asset maintenance program and assist with delivery of capital works projects.
Selection Criteria	
Essential Criteria	<ul style="list-style-type: none"> • Qualifications and/or relevant experience in asset management, engineering and project management • Professional Certificate in Asset Management, equivalent, or willingness to undertake • Computer literacy including spreadsheets, Microsoft project, and asset modelling software; • Current motor vehicle licence (manual); • First Aid Certificates – (Level 2 Minimum); • OHS Certification (Red/White card) or a willingness to undertake necessary training. • Ability to work as part of a diverse team to achieve desired outcomes; • Effective oral and written communication skills; • Planning & organising skills; • Problem solving, mathematical and numeracy skills • Customer relations skills; • Ability to exercise sound judgement, initiative and carry out instructions with minimal supervision. • Proof of positive vaccination status for any mandatory vaccination requirements at the time and for the duration of employment as required by Chief Health Officer Orders or other relevant authority.
Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of Victorian Alpine Resorts and work environment; • Previous experience in natural resource management; • Previous experience in asset management systems and modelling software • Previous experience in capital works project delivery; • Previous experience customer service/tourism based sector or industry.

Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork 2. Process Driven 3. Honesty and Integrity 4. Solutions Driven 5. Customer Focus 	
Key Performance Indicators	Communication	<ul style="list-style-type: none"> • Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers. • Ensure all communications with staff and stakeholders, are in line with the organisations strategic goals and timelines. • Respect confidentiality at all times.
	Administration	<ul style="list-style-type: none"> • Ensure accurate and timely record keeping according to relevant operational and regulatory policy and procedures. • Maintain currency of licences as required for the role.
	Project/ Works Management	<ul style="list-style-type: none"> • Assist the Asset & Operations Manager to ensure the maintenance works program is delivered in accordance with the approved recurrent works list. • Assist the Asset & Operations Manager to ensure all capital assets are recorded and updated on the Asset Management System and Finance System on project completion 100% of the time. • Assist the Asset & Operations Manager in managing the Asset Management System, including work requests, work orders, condition assessments, status reporting and roll out to all operations personnel. • Assist the Asset & Operations Manager with future planning and continuous improvement programs.
	Occupational Health & Safety	<p>Contribute to and maintain the positive safe workplace by -</p> <ul style="list-style-type: none"> • Ensuring all reasonable steps are taken to protect personal safety at work by: <ul style="list-style-type: none"> - personally following established work procedures (as per training), - ensuring immediate work area and equipment is maintained and used safely (as per training), - reporting any safety concerns and/or incidents immediately to management, - contributing to FCRM safety activities and assist FCRM to continually improve overall safety performance and standards and - complying with all relevant PPE requirements.
Organisational Values	Integrity	Consistent, trustworthy and transparent in the way we do business
	Safety First	Our concern for safety, health and the environment are paramount
	Environmentally aware	Strives to protect and enhance Falls Creek's natural environment, our greatest asset
	Teamwork	Individual success comes from contribution to team efforts and commitment to team goals

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment and victimisation policies.
- Adhere to Victorian Public Sector (VPS) values and integrity framework (incorporating the VPS code of conduct).
- Adhere to workplace health and safety requirements and proactively contribute in maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all Falls Creek Resort Management Policies, Work Practices and Procedures.
- Participate in performance reviews and assist in the development of personal training, education and development programs, including KPIs and goals.
- Participate in the development of plans and procedures as required.
- Attend and participate in all staff meetings and training sessions as requested.

For the Job

- Assist the Asset & Operations Manager in the project management/co-ordination of works to ensure works are executed on time and on budget.
- Assist the Asset & Operations Manager with the development of tender/RFQ documentation and evaluate submissions for capital works projects.
- Assisting in the development of documentation required for project planning approval.
- Manage the day-to-day operation of the asset management software system (maintenance connection), issue works tasks, manage building maintenance works and close out maintenance requests as required.
- Ensure all new assets are incorporated into the asset management system.
- Annually review and update all asset data contained in the asset management software system
- Assist the Asset & Operations Manager in developing annual reports from the asset management system
- Assist the Asset & Operations Manager with the engagement and management of maintenance contractors.
- Ensure capital assets are successfully migrated to the Asset Management System on project completion.
- Participate in the implementation of risk management strategies and risk assessments in accordance with the organisational risk management framework.
- Ensure knowledge of current technology is up to date such as through literature review and training programs.
- Assist FCRM with execution of events and/or critical items as required.
- Ensure effective and positive communication with colleagues and clients.
- Comply with FCRM practices including financial/human resources delegations and relevant legislation on OH&S and equal opportunity.
- Undertake other work that is relevant or necessary to fulfil the operational requirements of FCRM, under the direction of Asset & Operations Manager, Director of Infrastructure, or the CEO.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Falls Creek Resort Management.

Name

Date

Signature