



SHAPING AN
AWESOME
HAMILTON

Infrastructure Information Officer (Three Waters)

Infrastructure and Assets

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the r

What you will do

Reporting to the Infrastructure Information Team Leader, you will support the management of water, stormwater, and wastewater (3 waters) asset data for the Three Waters unit, in particular:

- the acquisition, maintenance, distribution and presentation of 3 waters asset data
- the maintenance of relevant spatial, asset, condition and operational information
- review and improvement of the asset register
- operation of asset information systems for the Three Waters Unit including AMS, CMMS and GIS

Reports to	Waters Infra Info Team Leader
Responsible for (total number of staff)	Nil
Delegation	\$0.00
Budget	\$0.00

Key responsibilities

Some of the **key responsibilities** for this role include:

- Maintain Three Waters asset data and associated information within the developed guidelines and standards.
- Ensure all as-built documentation is entered correctly into the IPS and GIS within the required timeframes.
- Assist with the Three Waters valuations as required.

- Assist in producing system generated maintenance, condition assessment schedules and operational and maintenance programmes.
- Maintain asset records as required.
- Support Three Waters asset and operational engineers to improve asset management and operations through identifying insights and foresights in data.
- Process, cleanse and verify the integrity of data used for analysis.
- Maximize the use of tools and systems such as PowerBI, IPS, CMMS and GIS.
- Ensure that the format, accessibility, and clarity of the technical information retrieved match the organisation's needs as closely as possible.
- Assist with the implementation of any upgrades and enhancements to the information systems.
- Develop and maintain data models, reporting systems, automation systems, dashboards and performance metrics that support key business decisions.
- Any other projects or tasks that are assigned by the Asset Information Team Leader as required.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Tertiary qualification in Engineering, GIS, IT or related field or equivalent level of learning through experience
- Experience in a similar role and knowledge of asset management and 3 waters infrastructure
- At least 3 years' experience in AMS and maintaining asset data
- Experience in operating GIS and maintaining spatial data
- Minute attention to detail and understanding of data accuracy
- Excellent written and verbal communication skills
- Well-developed analytical and problem-solving skills
- Self-management and commitment to deliver results, with proven ability to work effectively as part of a team or autonomously
- Experience with Infor Public Sector
- Experience with ESRI ArcGIS (preferred, but not essential)
- Ability to construct reports using database reporting systems such as SQL (preferred, but not essential)
- Ability to positively identify ways to improve business or system performance whilst considering the people or process side of change (preferred, but not essential)
- Experience working in local government (preferred, but not essential)

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.