

# Job Description

VENUES WEST

## Position details:

<b>Title:</b>	Asset Assistant	<b>Position Number:</b>	03303
<b>Classification:</b>	Level 3		
<b>Branch:</b>	Facilities Management		
<b>Directorate:</b>	Portfolio Management		
<b>Award/Agreement:</b>	Public Sector CSA Agreement and GOSAC Award 1989		
<b>Reports to:</b>	Manager Minor Works and Assets		
<b>Direct Reports:</b>	Nil		
<b>Special Conditions:</b>	Nil		

## About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high-performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

## About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support, and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



## About the Directorate

The Portfolio Management Directorate is responsible for providing asset management, asset planning, redevelopment and capital upgrade programs whilst managing infrastructure services.

## About the Role

The role of the Asset Assistant is to provide administrative and project support primarily to the Portfolio Management, and other Directorates as required, through accurate recording, managing, and reporting on asset and equipment data, for strategic asset management and maintenance planning purposes. The assistant uses and administers the Building Management Control System (BMCS) and MEX systems.

## About the Responsibilities

*VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students, and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

### Asset Management

- Manages Building and Plant Assets including
  - Undertakes asset procurement, researches options and purchases under direction
  - Updates and maintains MEX database, in line with the central assets register
  - Develops Asset lifecycle schedules, from building condition audits
  - Amends and maintains the routine maintenance reports for equipment and systems
  - Prepares and implements asset disposal
  - Assists with asset audits, liaising with relevant stakeholders and recording findings
  - Establishes and maintains a good understanding of Venue assets
  - Maintains knowledge and records of Australian Standard, and other relevant building codes, standards, principles, and legislation

### Systems Administration

- Administers the Building Management Control System (BMCS):
  - Creates operational accounts
  - Ensures the BMCS is current by collecting and reviewing asset data and documentation from asset sites (such as sites under construction, assets at heights, plant rooms and roof spaces)
  - Manages data in the BMCS to prepares reports for analysis
- Administers the MEX Asset Management System
  - Creates accounts, rectifies issues, manages system updates,
  - Generates reports for scheduled and preventative maintenance for all assets, plant, and equipment
  - Problem solves and provides technical support relating to the MEX system as required
  - Assists with identifying, testing, and implementing system enhancements

### Administration

- Provides administrative support to the Facilities Management team, and asset and technical data support to the Capital; Works and Project teams, within Portfolio Management and liaises with other Directorates on matters pertaining to administration of building assets.
- Establishes and maintains relationships with other Branches and Directorates to ensure the enhancement and successful delivery of services.
- Assists with the execution of Facility Coordinator duties during periods of leave



- Assists with the management, maintenance and updates of the security and access control systems for the Venues branch.
- Maintains VenuesWest's key registers administers keys and cards including procurement, programming security access cards, and distribution to stakeholders.
- Maintains and updates registers of plans and drawings following building works, upgrades, and new installations, and distributes relevant information to stakeholders.
- Assists in the development of routine procedures and instruction sheets for the operation of systems, plant, and equipment from manuals and through Contractor liaison.
- Manages the preparation of tenancy utility recoups exported from the BMCS and gathered from meter readings (manual/auto) and utility providers and calculates government energy tariffs.

### **Workplace Safety and Health**

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training, and assumes responsibilities as required or directed.
- Provides support services during emergencies e.g., finding plans and documents, relaying messages prioritizing stakeholder requests.

### **Other**

- Other related duties as required.

## **About the Person**

**The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:**

1. Previous experience in providing support including systems administration to an asset, building and/or maintenance services team.
2. Supports shared purpose by understanding reasons for decisions and how they link to work; Identifies potential issues; Researches, analyses and makes evidence-based recommendations for improvements.
3. Organises and reschedules work to reflect changes in priority; maintains accurate records and files; sees tasks through to successful completion.
4. Builds and maintains relationships with team members, colleagues, and clients; shares information with and contributes to team discussions; treats people with courtesy and respect; responds to diverse experiences seeking input from others and supports a culture of quality customer service both internally and externally.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; provides accurate information; stays calm under pressure and takes responsibilities for completion of work.
6. Communicates clearly both orally and in writing; listens to, understands, and adapts communication styles to the audience. works collaboratively with greater team.

### **Qualifications / Certifications**

Desirable:

- MEX Asset Management Systems experience
- Work Safely at Heights (RIIWH5204D); or capacity to complete within 3 months of commencement
- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement

### **Employment Conditions and Eligibility**

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 12 months from the date of application for the position) from a recognised service provider as determined by VenuesWest



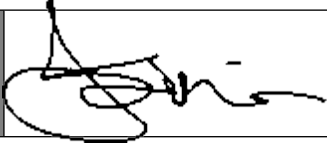


**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

**Certification:**

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.		
Jana Simpson Director Portfolio Management		Date Approved: 22/05/2024
As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed: ...../...../.....
Signature:		Date Signed: ...../...../.....

