

Eastern Health

POSITION DESCRIPTION

Position Title:	Asset Officer (Portfolio)
Award Classification:	HS2/ HS3
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Manager and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025.
Position Reports to:	Manager of Strategy and Assets Planning

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs



1. POSITION PURPOSE

The Asset Officer (Portfolio) is an ongoing full-time opportunity that provides early-career professionals with the opportunity to develop practical experience and gain exposure to asset portfolio and asset information management functions.

Reporting to the Manager of Strategy and Assets Planning, the role supports the planning and coordination of asset resources to ensure Eastern Health has adequate assets in place to safely serve our patients and clients.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The Asset Officer (Portfolio) supports the effective management of Eastern Health's asset portfolio with a particular focus on asset planning, capital planning support, and asset information management. Key responsibilities include:

- Support the development, review, and maintenance of Asset Management Plans and capital-related inputs in alignment with Eastern Health's Strategic Asset Management Plan (SAMP).
- Assist in the preparation and coordination of capital plans and asset lifecycle planning data.
- Provide asset information, analysis, and supporting documentation to inform capital investment decisions and prioritisation.
- Assist with the preparation of capital expenditure requests, business cases, and project briefs, including asset condition, risk, and lifecycle cost inputs.
- Maintain accurate and current asset data, registers, and supporting documentation to support capital planning and reporting.
- Support asset audits, condition assessments, and validation activities relevant to capital planning and compliance requirements.
- Monitor and assist with reporting on capital-related asset performance, expenditure, and delivery milestones.
- Prepare reports, dashboards, and briefing materials related to asset and capital planning activities for senior management.
- Liaise with clinical and non-clinical stakeholders to gather asset information and support coordinated capital planning outcomes.
- Contribute to capital planning reviews, improvement initiatives, and special projects as required.
- Undertake other duties within the scope of skills, competence, and training as directed

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1**KEY SELECTION CRITERIA**

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Essential

- Qualification in a relevant discipline such as asset management, facilities management, engineering, business, or a related field.
- Demonstrated ability to support asset and capital planning activities through data collection, basic analysis, and reporting, gained through academic study, placements, or early career experience.
- Ability to prepare clear and well-structured documentation, reports, and supporting material for asset or capital-related activities.
- Sound analytical skills with strong attention to detail, particularly in relation to asset data, lifecycle concepts, and financial information.
- Well-developed written and verbal communication skills, with the ability to liaise professionally with a range of internal and external stakeholders.
- Ability to manage competing priorities, work collaboratively in a team environment, and adapt to changing requirements.
- Proficiency in Microsoft Office applications, with the ability to learn and use assets, facilities, or information management systems.

Desirable

- Diploma or Bachelor qualification in Asset Management or a related discipline.
- Exposure to capital planning, asset management, or infrastructure-related activities through coursework, projects, or work experience.
- Basic knowledge of asset lifecycle planning, condition assessment principles, or capital prioritisation approaches.
- Experience or exposure to a healthcare, infrastructure, or public sector environment.
- Awareness of asset management standards or frameworks (e.g. ISO 55000).
- Interest in pursuing professional development or certification in asset management (e.g. CAMA).

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au