

### ORGANIZATIONAL CONTEXT

<b>Job Title</b>	EAMS Roads/ Drainage Data Owner
<b>Job Code</b>	Coordinator - 2
<b>Grade</b>	6
<b>Affairs</b>	Asset
<b>Department</b>	Roads O&M
<b>Section</b>	Business
<b>Team</b>	Enterprise Asset Management Systems Team
<b>Date last updated</b>	24/03/16

### JOB CONTENT

#### Role Objective

Provide asset expertise to create business-usable, relevant asset master data records

#### Job Roles & Responsibilities

1. Reports to the Master Data Lead
2. Projects will include:
  - a. Data specification
3. Provide subject matter expertise which will assist the Master Data Lead in the execution of the data strategy
4. Maintaining business-usable asset data in Maximo system
5. Provide data in excel templates, data cleansing and data verification of all maintainable assets
6. Participate and provide input in to discussions/workshops for developing/reviewing the project deliverables and provide feedback within as per the project plan
7. Highlight any issues and risks to the relevant Master Data Lead
8. Resolve day-to-day issues within the drainage and roads departments which may arise during the project, based on the directions of the Project Sponsor / Project Manager
9. Learning, understanding and seeking knowledge regarding Maximo
10. Providing and maintaining quality data for the development, QA and production Maximo environments.

### BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

*(Knowledge and experience needed for the satisfactory performance of the job)*

#### Educational & Experience:

##### Qualifications

##### **Essential**

- Higher Education or Degree
- 4+ years asset management/ engineering experience

##### **Desirable**

- Relevant experience in roads / drainage assets
- Previous experience in data management

**Technical Knowledge**

- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Familiar with Asset Management, Highway Maintenance, Health and Safety, and Quality Standards and Regulations

**The Individual**

- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Excellent communication and organizational skills
- Good decision making skills