

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

Job Title	Asset Systems Officer
Reports to	Asset Systems Manager
Reporting staff	None

Job Purpose

To develop, manage and maintain the Asset Management System(s) and to provide support and training to all users.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function

To represent the department/function at meetings and act as Service representative for initiatives as required

To undertake project tasks or more specialised administrative work relating to the specific function or department

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information

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Specific Responsibilities	
1	Develop and maintain the Asset Management System(s) to ensure it is capable of demonstrating the Service is compliant with all relevant legislation and regulations and the asset is achieving value for money
2	Develop and deliver training in the use of the Asset Management System(s) to all users as required
3	Act as contract manager for the Asset Management System(s). This will include system development, problem solving, supplier performance and budgets
4	Act as first point of contact for all users (Service wide) resolving problems as necessary
5	Develop and provide a wide range of performance management reports as required
6	Provide a range of support services, to include research and development, hardware development, bar code production, inventory checking, equipment marking, the Vehicle and Equipment Preparation Centre (Blandford) and other duties as required
7	Act as the nominated departmental representative for various DWFRS initiatives as required and as relevant to the role, to include attendance at national, regional or local meetings and working groups. Initiate, lead or support any relevant work and/or process improvements which may arise as a result
8	Cover for other team members when required