

# The University of Waikato Te Whare Wānanga o Waikato

## POSITION DESCRIPTION

### Asset Information Officer

<b>Reports to:</b>	Asset Manager
<b>Division:</b>	Property Services
<b>Tenure:</b>	Fixed Term
<b>Location:</b>	Hamilton Campus
<b>Date:</b>	10 June 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

The Property Services team forms part of the Corporate Services Group and manages the University's corporate estates portfolio to create an environment that strongly supports the operational and strategic goals of the University.

The Property Services Division is comprised of two portfolios:

#### Campus Development and Infrastructure

- Campus Development which provides strategic leadership in the ongoing development and management of the University's Campus Development Plan. This includes oversight and management of significant infrastructure projects, ensuring that all developments align with the institution's long-term vision and operational requirements.
- Space Planning and Management which is responsible for the strategic planning, allocation, and management of campus spaces to ensure optimal utilisation.

#### Campus Operations and Risk Management

- Facilities, Infrastructure, and Grounds Maintenance including not only the ongoing upkeep of all buildings and outdoor spaces but also the strategic stewardship of the University's physical assets to support the University's operations and long-term sustainability.
- Services which include fleet operations, mail handling, portering, and cleaning. These services are essential to the daily functioning of the University, contributing to organisational efficiency and a high standard of campus upkeep.
- Campus Security and Emergency Management which ensures the safety and wellbeing of all members of the University community through robust security measures and preparing for potential emergencies.
- Responsibility for University enterprise risk management activities and travel portfolio.

## **2. POSITION PURPOSE**

The Asset Information Officer serves as a member of the Facilities Services Team, supporting the effective management of facilities asset information across the University's buildings, infrastructure and building services.

The role includes key responsibilities such as:

- Maintain accurate and complete asset information in Maximo the university's enterprise asset management system, ensuring asset records are current, reliable, and structured in line with the agreed standards.
- Create, update and dispose asset records as required including asset details such as location, classification, description, condition, expected life, replacement value, make model and maintenance requirements.
- Support the capture of new, changed, replaced or disposed assets through project handovers, maintenance activities, renewals, inspections and operational changes.
- Undertake asset data quality checks, identifying and correcting missing, duplicated, outdated, or inaccurate information to improve the reliability of asset records.
- Support planned maintenance, compliance, condition assessment, renewal planning, and lifecycle decision-making by ensuring asset information is complete, accurate, and available when required.
- Liaise with Property Services staff, project teams, contractors, consultants, suppliers, Finance, ITS, and compliance stakeholders to obtain, verify, and maintain facilities asset information.
- Prepare asset reports, data extracts, registers, and other information to support operational planning, management reporting, audits, budgeting and asset investment decisions.
- Contribute positively to asset information governance, safety, service delivery, and continuous improvement by supporting better systems, processes, standards, and reporting across Property Services.

### 3. FUNCTIONAL RELATIONSHIPS

**Internal:** Director, Campus Operations & Risk Management  
Facilities Services Manager  
Business Administration Manager  
Financial Services  
Asset Manager  
Campus Operations Managers and staff  
Property Services Managers and teams

**External:** Contractors and suppliers

### 4. KEY RESPONSIBILITIES

#### **Asset Information Management and data quality**

- Create, update, and dispose asset records in the University's asset management system.
- Maintain key asset details, including location, classification, status, condition, expected life, replacement value, make, model, serial number, and maintenance requirements.
- Ensure asset records are accurate, complete, current, and structured in line with agreed asset information standards.
- Support consistent asset hierarchies, naming conventions, mandatory fields and data standards.
- Undertake data quality checks to identify, investigate, and correct missing, duplicated, outdated, or inaccurate asset information.

#### **Asset capture, handover and verification**

- Support the capture of new, changed, replaced, relocated, or disposed assets.
- Work with project managers, maintenance teams, contractors, consultants, and suppliers to obtain required asset information.
- Review asset handover information for completeness, accuracy, format, and alignment with agreed standards.
- Update asset records following capital projects, renewals, inspections, maintenance works, and operational changes.
- Support site verification of asset information where required.
- Ensure operations and maintenance information is received and stored in the correct place.

#### **Maintenance, compliance, and lifecycle support**

- Maintain asset information used for planned maintenance, inspections, testing, servicing, condition assessments, and renewals.
- Support the setup and update of planned maintenance requirements.
- Maintain condition, criticality, expected life, replacement cost and other lifecycle planning information where available.
- Support renewal planning, lifecycle planning, asset condition assessment programmes, and portfolio analysis.
- Escalate asset information gaps that may affect safety, compliance, service continuity, financial reporting or decision making.

#### **Reporting, and decision support**

- Provide asset information to support maintenance planning, renewal planning, budgeting, management reporting and investment decisions.
- Present asset information clearly for technical and non-technical audiences.
- Ensure reports and data extracts are accurate, timely and fit for purpose.

#### **Stakeholder Support and Continuous Support**

- Liaise and communicate with all internal and external stakeholders in a clear and professional

manner.

- Support contractors, suppliers, and project teams to provide asset information in the required format.
- Support improvements to asset information systems, processes, templates, checklists, procedures and guidance material.
- Contribute to a positive team culture focused on safety, service delivery, data quality, and continuous improvement.

### **Health & Safety**

- Participate in the maintenance of a safe and healthy work environment for self and others including students.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## **5. PERFORMANCE STANDARDS**

The Asset Information Officer will be performing satisfactorily when;

- Asset records are created, updated, disposed, and corrected in line with agreed asset information standards, processes, and timeframes.
- Asset information is accurate, complete, current, and structured consistently across buildings, locations, systems, asset classes, and asset hierarchies.
- Mandatory asset fields are completed wherever the required information is available.
- Missing, duplicated, outdated, or incorrect asset information is identified, investigated, corrected, or escalated as appropriate.
- Asset handover from projects, contractors, suppliers and maintenance teams is checked for completeness, accuracy, format, and supporting documentation accepted before being accepted or entered into Maximo.
- Asset information supports planned maintenance, inspections, testing, servicing, condition assessments, renewals, lifecycle planning, budgeting, audits, and investment decisions.
- Compliance-related assets including specified systems, critical assets, and regulated assets are correctly identified, classified, linked to relevant buildings or locations and escalated where information gaps may affect compliance.
- Asset reports, registers, dashboards, and data extracts are accurate, clear, timely and suitable for operational, management, audit, budgeting and planning purposes.
- Internal teams, contractors and other stakeholders receive clear guidance, timely follow-up, and professional support in relation to asset information requirements.
- Work is carried out in accordance with University health, safety, wellbeing, record keeping, and continuous improvement expectations, including prompt escalation of issues that may affect safety, compliance, service continuity, financial reporting, or decision-making.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- A relevant tertiary qualification and/or equivalent work experience in asset management, facilities management, business administration, data management, property or other related field.

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Previous experience working with structured information, records, spreadsheets, databases, business systems, operational systems, or administrative data.
- Proven interest in data, information quality, and the role accurate information plays in supporting effective service delivery and decision-making.
- Strong attention to detail and accuracy, with the ability to check, organise, correct and maintain reliable information.
- Proven knowledge of computers and business systems, particularly Microsoft Office applications.
- Good numeracy skills and proven ability to use spreadsheets, including sorting, filtering, data checking, and basic formulas.
- Good oral and written communication skills, particularly within a business environment.
- Strong customer and stakeholder focus, with the ability to work effectively with internal teams, contractors and suppliers.
- Good organisational and time management skills, with the ability to manage competing priorities, following agreed processes, and meet deadlines.
- Commitment to data quality, continuous improvement, equal opportunity, and the University's partnership with Māori as intended by Te Tiriti o Waitangi.

### Preferred

- Experience working with asset, facilities, maintenance, property, compliance, or operational data.
- Experience using Maximo or a similar asset, maintenance, property, or business system.
- Experience in a tertiary, local government, healthcare, campus, property, infrastructure, or operational environment.
- Knowledge of facilities management, building services, asset registers, planned maintenance, condition assessment, lifecycle planning, or reporting tools.

## PERSONAL QUALITIES

- Has a genuine interest in data, information quality and making information useful for others.
- Show strong attention to detail and takes pride in accurate, well-organised work.
- Is curious, willing to ask questions, and keen to understand how systems, processes and information fit together.
- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders and at all levels of the organisation.
- Consistently develops and sustains cooperative working relationships.
- High level of integrity, particularly in relation to confidential and sensitive information.
- Flexible attitude to work tasks and ability to maintain performance under pressure.
- Ability to monitor multiple tasks, prioritise and maintain progress.

- Knows where to obtain relevant information, check facts and data.
- Self-motivated and able to work without supervision or independently.
- Strong technical ability with systems and processes
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.