



## Position Description

Position Title	ICT Asset Analyst
Position Number	30011664
Division	Digital Services
Department	Information Technology Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Grade 4
Classification Code	Managers and Administrative Workers
Reports to	Cyber Security Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The ICT Asset Analyst plays a critical role in supporting the secure, efficient, and transparent management of information and communication technology (ICT) assets across Bendigo Health and the broader Loddon Mallee region.

Reporting to the Cyber Security Manager, the role is responsible for maintaining accurate ICT asset data across all technology domains. The Information Technology Services department is responsible for the delivery of cyber security capabilities, detection, and response on behalf of all health services across the

Loddon Mallee health region. The reporting line reflects the strategic importance of asset visibility to cyber risk management.

The role is positioned as part of the wider Information Technology Services Department which is responsible for the maintenance and development of local and wide area network, all personal computers and peripherals, support of all software from operating systems to the central patient management system.

Asset visibility is foundational to cyber incident response, attack surface reduction, vulnerability management and SOCI-related security obligations. Locating this role within the Cyber Security team ensures alignment with these high-risk functions.

## **Responsibilities and Accountabilities**

The role is responsible for maintaining accurate ICT asset data across all technology domains including end-user devices, servers, storage, network infrastructure, and software—with a particular focus on the integrity and completeness of asset data to support cybersecurity, incident response, lifecycle planning, and financial management.

The role will also significantly contribute to the identifying and integrating of the mobile device management (MDM) and unmanaged assets into organisational visibility frameworks and assist in the uplift of asset management maturity.

## **Key Responsibilities**

### **Asset Data Integrity & Security Enablement**

- Maintain a trusted, accurate, and current asset register to support cyber incident response, security audits, and system recovery.
- Support alignment of asset data with threat exposure identification, vulnerability management, and lifecycle status.
- Contribute to developing and implementing standards for asset tagging, classification, and metadata enrichment.

### **ICT Asset Lifecycle**

- Monitor and maintain ICT asset inventory records across all technology domains.
- Maintain processes for accurate record keeping of procurement, deployment, movement, and retirement of ICT assets in line with lifecycle schedules.
- Liaise with infrastructure and field services teams to ensure seamless tracking from acquisition through to decommission.
- Support proactive identification and reconciliation of ‘shadow IT’ and unmanaged clinical/medical devices.

### **Reporting & Audit Support**

- Produce and maintain reports, dashboards, and metrics to support operational and strategic asset decisions.
- Provide data extracts and analysis for audits, security reviews, and compliance reporting.
- Collaborate on continuous improvement initiatives that enhance data quality, reporting capability, and decision support.

## Cross-functional Collaboration & Stakeholder Engagement

- Partner with procurement to align asset strategies with purchasing contracts and supplier engagement.
- Work closely with finance to ensure asset register alignment with capitalisation, depreciation, and financial tracking.
- Coordinate with digital project teams to ensure new assets are onboarded correctly and captured into tracking processes.
- Build strong working relationships with infrastructure, cyber security, service desk and field operations teams to embed asset visibility across workflows.

## Key Selection Criteria

### Essential

1. Demonstrated minimum 2-3 years' experience of managing or coordinating ICT asset records and logistics.
2. Relevant certificate, diploma, or tertiary qualification in Information Technology, Business Information Systems or related discipline.
3. Excellent attention to detail and ability to maintain accurate data sets across multiple systems.
4. Working knowledge of ICT lifecycle and configuration management principles.
5. Strong data reporting, analysis and communication skills.
6. Demonstrated ability to work collaboratively across multidisciplinary teams.
7. Understanding of the role of asset data in supporting cyber risk mitigation and incident response.

### Desirable

8. Exposure to Service Asset and Configuration Management (ITIL v4 SACM).
9. Experience with asset discovery tools (e.g., SCCM, Intune, ServiceNow, Lansweeper, Forescout, etc.)

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*