

Position Description

Position Title	Asset Officer
Position Number	30013064
Division	Finance and Resources
Department	Facilities Maintenance
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G3 L1
Classification Code	HS3
Reports to	Manager – Facilities Management
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Asset officer, reporting to and assisting the Asset Systems Coordinator, part of the broader asset management team.

The position will closely and accurately monitor Bendigo Health Assets & Equipment across all Bendigo Health sites. The Asset Officer will collate data, assist with procurement, movement and disposal of assets and report on condition, location, quantities and use of assets and equipment.

The Asset Officer is a pivotal part of continuous improvement and growth in the Bendigo Health Asset Management environment.

Responsibilities and Accountabilities

Key Responsibilities

- Assisting the Bendigo Health Asset Management team and to work collaboratively with all across Bendigo Health.
- Collect, collate and reconcile accurate data from Bendigo Health assets and equipment. This will include condition assessments, evaluating and assessing risk, warranty periods, lifecycle factors and asset stock levels across all Bendigo Health Facilities.
- Physical movement of assets and equipment including but not limited to furniture, medical, non-medical and plant equipment.
- Communications to Bendigo Health Departments around the location, movement and condition of Bendigo Health Assets.

Key Selection Criteria

Essential

1. Demonstrated ability to collect, maintain and accurately manage data and records, with strong attention to detail
2. Demonstrated ability to use computer systems and databases effectively
3. Excellent communication skills with staff at all levels within a healthcare organisation including written communication skills, particularly data collection/analysis and preparation of reports and plans.
4. Demonstrated ability to organise and prioritise work, meet deadlines, and manage competing tasks effectively.
5. Previous experience working with a highly regulated and complex environment with the ability to follow policies and procedures
6. Demonstrated ability to work in both a team environment and independently

Desirable

7. Previous experience in asset management, facilities management, maintenance, healthcare support, or a similar operational environment.
8. Experience using an asset management system, maintenance management system, or similar database.

9. Understanding of asset lifecycle principles, including asset tracking, condition monitoring, maintenance, replacement and disposal processes.
10. Experience supporting procurement, movement, tracking or stock control of equipment or assets.

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.