



## Position Description – Facilities Asset Manager

**This position reports to:** Head of Asset Management

**Career Level:** 22

**Position purpose:** As a member of the Asset Management Team, the Facilities Asset Manager will lead the strategic and effective asset management planning for all Council Facilities. The role is responsible for leading the development of Asset Management Plans and budgets for Council Facilities, in coordination with the Infrastructure & Property and Community Services and Facilities Operations teams.

- *Provide leadership, support, and development for your team through setting clear and consistent standards; developing and empowering others; building commitment and trust with your people; addressing performance related issues; managing conflict and building effective teams.*
- *Provide visible, values-based leadership, holding a future focus on the needs of the district and ensuring that the group continuously improves to meet changing requirements.*
- *With other people leaders, be the guardian of organisational workplace culture, leading, coaching, role modelling and upholding the behaviours of our organisational values.*
- *Instil at all levels a strong customer care ethic, focused on high levels of community satisfaction with the services provided.*

### The functional areas of responsibility include:

#### Activity Management Plan and Budget Development

- Lead the review and development of the Facilities Activity Management Plan.
- Lead asset planning for all council facilities, including buildings and all components and services associated with the buildings.
- Lead development of AMIS data structure for facilities management
- Lifecycle planning for assets will include acquisition / development, operation, maintenance, renewal, obsolescence, and retirement / disposal.
- Contribute to facilities planning and budget development processes for the Long-Term Plan, Annual Plan and 30-year Infrastructure Strategy.
- Work with the Facilities Management Lead as well as Community Services and Facilities Teams on integration of maintenance planning information into facilities budgets.
- In collaboration with the Facilities Management Lead and Community Services and Facilities staff set up systems to monitor and report on facility/building performance, utilisation and condition and integrate information into budget programmes.
- Develop Facilities budgets in conjunction with the Head of Asset Management, Infrastructure & Property and Community Services and Facilities Operations teams.
- Collate data and undertake analysis to enable the preparation of funding models for development contributions. Develop and update condition-based renewal programmes in conjunction with the Infrastructure & Property Capital Works and Operations teams with appropriate supporting information.
- Ensure asset development requirements identified in Council Strategies are included in future asset management planning.
- Ensure analysis and reporting supports council objectives and requirements.
- Keep up to date with all legislative and health and safety requirements for council facilities.

Be a good human

Be brave – think differently

Better together

Make it happen for Selwyn

### Technical Planning Analysis and Advice

- Provide technical advice on facility matters relating to consenting activities in Selwyn.
- Provide input into the District Plan provisions.
- Provide advice on resource consent applications, plan changes and District Plan updates with respect to the Resource Management Act, District Plan and Council's Engineering Code of Practice and provide associated advice to Council's Planners and Development Engineering staff.
- Integrate RMA, District Plan and Engineering Code of Practice requirements into asset and operational planning.
- Develop and manage Council's operational plans, bylaws, policies, and procedures related to Facilities. Provide technical input to the Council's strategic plans including Future Selwyn.
- Prepare technical reports related to council facility activities and assets to support Council decision-making.
- Develop levels of service and performance standards to guide provision and investment of assets ensuring input from Infrastructure & Property, and Community Services and Facilities Operations teams.
- Work closely with the Environmental Team on climate change and energy reduction initiatives.
- Lead planning projects to gain information and understanding on climate change and energy reduction measures for facility assets and integrate findings into asset improvement and new-build programmes.
- Provide advice to the Head of Commercial and Acquisitions, Disposals and Leasing team on purchasing, leasing and disposal matters related to facilities.
- Manage the work of the team to meet legislative and audit compliance.
- Participate in any local or regional Council groups on facility coordination matters as required.

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### Facility projects – leadership / stakeholder advisory

- On behalf of the Executive Director Infrastructure & Property, act as sponsor representative for council facility projects as required, and/or
- On behalf of the Executive Director Infrastructure & Property, act as the asset owner stakeholder for council facility projects, as required.
- In collaboration with the Capital Delivery and Facilities Operations teams prepare briefs for facility capital and operational projects that clearly set out the scope, budget and timeframe for each project to support programme delivery.
- Ensure Team recognition of any Cultural Narrative related to certain facilities (or planned facilities) and take this into consideration with any projects regarding that facility.

Direct reports: 1-3

## Deliverables

### Strategy & Planning

- Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)
- Prepare and maintain an Activity Plan for facilities to underpin Long-Term Plan programmes and other asset-focused plans and strategies to support asset planning activities.
- Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Contribute strategic and detailed information to the development of Council's LTP
- Provide functional input for each of the teams that report to this role into the strategies and plans of other functions
- Monitor the activities and plans of other business units for relevance and impact to own business unit – plan and take action accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement
- Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)

**Goal & Performance Achievement**

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

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**Culture**

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports as fair and honest with high standards
- Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
- Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

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**Reporting & Compliance**

- Prepare timely and informative monthly reports (and other reports as required)
- Ensure systems are in place to capture information for Annual Plan performance targets and prepare performance information for the Annual Report.
- Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others
- Routinely capture data that informs future service planning and delivery by team/organisation
- Attend and be prepared for all management and council meetings

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**Relationships & Representation**

- Achieve productive and positive internal relationships across the organisation
- Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training
- Engage proactively and constructively with Council, Councillors and community boards (as required for role)
- Provide an appropriate level of positive visibility in the community
- Represent the team/unit/group positively and proactively

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**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.

- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## **Authorities**

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"> <li>Relevant experience (15+ years) in management or planning of Facilities or a related area.</li> <li>In depth knowledge of the Local Government Act, Building Act and Resource Management Act.</li> <li>Proven track record of developing and maintaining relationships across a broad range of sectors at a senior level.</li> <li>Demonstrated ability to create a continuous improvement culture and motivating environment for staff.</li> <li>Broad management skills including evidence-based budget management and people leadership.</li> <li>Highly motivated, achievement-oriented, and innovative professional.</li> </ul> | <ul style="list-style-type: none"> <li>Familiarity with Institute of Asset Management (IAM) and other industry guidance.</li> <li>Knowledge of Asset Management Systems.</li> <li>Local Government experience</li> <li>Local Authority District Plan navigation</li> </ul> |

## Key relationships

| External   | Internal   | Committees/groups                      |
|--|--|--|
| Te Taumutu Rūnanga                                   | Chief Executive                                      | Committees of Council                  |
| Te Ngāi Tūāhuriri Rūnanga                            | Executive Leadership Team                            | Business organisations and networks    |
| Council customers                                    | Council staff  | Special interest groups and committees |
| Selwyn residents                                     | Mayor  |  |
| External contractors                                 | Elected Councillors                                  |  |
| Territorial and Regional Authorities                 | Elected Community Board Members                      |  |
| Government Agencies (incl MfE, MBIE)                 | Community Services Facilities Operations team        |  |
| Non-government agencies including Property Institute | Property & Infrastructure Facilities Operations team |  |

## Leadership Competencies



**Eats problems for breakfast.** Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



**Does Change Well.** Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



**Builds Togetherness.** Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



**Rocks the messaging.** Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



**Tackles the tough stuff.** Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



**Delivers the goods.** Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



**Brings out the best.** Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



**Sets the tone.** Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

## Education, Qualifications, Memberships

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"> <li>Bachelor level degree related to property or construction (e.g. property/engineering/architecture/building surveying)</li> <li>Registered member of a professional organisation</li> </ul> | <ul style="list-style-type: none"> <li>Post graduate degree/diploma in a complementary field (e.g. finance/commerce/environment).</li> <li>Professional Certificate in Asset Management Planning or similar</li> </ul> |

*The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment.*