



Position Description – Asset Management Systems Lead

This position reports to: Head of Asset Management

Career Level: 19

Position purpose: As a member of the Asset Management Team the Asset Management Systems Lead will play a critical role in enhancing the Council's asset management capabilities through effective data management and analysis. This position is responsible for ensuring the integrity, accuracy, and accessibility of asset-related data, which will support informed decision-making and strategic planning for the Selwyn District's infrastructure and services. Asset types include Open space, Facilities, 5 Water, and Transportation Assets.

The key areas of responsibility include:

- **Data Strategy Development:** Develop and implement a comprehensive asset data management strategy aligned with the Council's objectives. Establish best practices for data governance, ensuring compliance with relevant legislation and standards. Maintain documentation for data management processes, system configurations, and data quality standards. Support audits and reviews of asset management data and systems.
- **Data Management & Analysis:** Oversee the collection, storage, maintenance and validation, of asset data, ensuring high levels of data quality and consistency. Conduct data analysis to identify trends, risks, and opportunities related to asset management strategies. Identify, explore and manage the integration of other asset management system(s), including GIS, SCADA, RAMM into the coordinated management of AMS Team. Maintain, update, and ensure the accuracy of asset management databases. Assist in the collection, validation, and processing of asset data from various sources. Ensure data structures and systems are developed that meet the needs of both asset management planning and contract management.
- **Reporting & Insights:** Work with the Data & BI team in the preparation and ongoing maintenance of asset management performance reports, as well as dashboards and data visualisations where appropriate. Generate regular and ad-hoc reports on asset performance, condition, and lifecycle costs. Support the development and maintenance of asset renewal and replacement programs. Present findings and recommendations to senior management and other stakeholders Identify opportunities for improving data management processes and systems.
- **System Admin:** Coordinate with Digital to ensure the reliability, security, and performance of asset management systems. Assist in the configuration and optimisation of asset management tools to meet operational needs. Provide technical support for the council's asset management software, including troubleshooting, system updates, and user administration. Support data integration efforts to ensure consistency across asset management systems. Assist in the implementation of best practices and new technologies to enhance data accuracy and efficiency. Oversight of the tasking system (works orders) and a claim processing system and API data transfer system with third parties.
- **Collaboration & Stakeholder Engagement:** Work closely with internal stakeholders (including Reserves, Facilities, 5 Water, Transportation, Development Engineering, Digital and others to understand data needs and provide support in data-related initiatives. Collaborate with external partners and vendors to optimize data systems and tools and automating processes – like bulk asset creation from capital works programmes.
- **Team Leadership:** Supervise and mentor a team of Asset Management Analysts, including assigning tasks and conducting performance evaluations. Provide training and support to team members on data management tools and methodologies. Promote a culture of data-driven decision-making within the Asset Management team. Foster a collaborative and positive work environment with the team and associated external suppliers.

Direct reports: up to 3

Indirect reports: Nil

Be a good
human

Be brave – think
differently

Better
together

Make it happen
for Selwyn

Selwyn
DISTRICT COUNCIL

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)
- 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

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)

Reporting & Compliance

- Prepare timely and informative monthly reports (and other reports as required)
- 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

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

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.

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"> • Minimum 8-10 years experience in asset management data systems (AMS, GIS, RAMM), analysis or related field, preferably within the public sector or local government. • Excellent collaboration skills • Strong data management and analytical skills, with an emphasis on accuracy and detail. • 5 years' experience leading and/or mentoring a team, ensuring performance development conversations were regular and goals tracked. • A proven track record in handling queries and identifying solutions to issues • High level of accuracy and attention to detail in managing and reporting data. • Strong analytical and problem-solving skills, with the ability to troubleshoot data issues and implement solutions. • Understanding of asset management principles and lifecycle management. • Ability to convey technical information clearly and effectively to both technical and non-technical stakeholders. • Ability to think critically and make data-driven decisions. 	<ul style="list-style-type: none"> • Experience with Infrastructure Engineering or Infrastructure Asset Management • An understanding of spatial information systems and geometry types • Experience in managing complex workloads and meeting deadlines

Key relationships

External	Internal	Committees/groups
<p>Liaise with external consultants, contractors, and software vendors as required.</p> <p>Collaborate with other local authorities and organisations on data management best practices</p> <p>Council customers and Selwyn residents</p>	<p>Collaborate with the Asset Management Team, Digital, Finance, Property, Acquisitions Leasing and Disposals, customer services, building, community services and other relevant departments.</p> <p>Provide support to council staff on data-related matters within the asset management context.</p>	<p>Council and Committees of Council</p> <p>Business organisations and networks</p> <p>Special interest groups and committees</p> <p>Asset managers group</p> <p>Data governance group</p>

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">• Tertiary qualification in Asset Management, Information Technology, Data Science, Engineering, or a related field is preferred.• Experience in data management, asset management, or a similar role.• Experience in local government or the public sector is an advantage.• Proficiency in asset management software and data management tools (e.g., AMS, GIS, Excel).• Full current unencumbered driver's licence	<ul style="list-style-type: none">• Certification in asset management (e.g., IAM Certificate, ISO 55000) or data management is desirable but not required.

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.