



## Position Description – Principal Asset Planning Adviser – Facilities

**This position reports to:** Facilities Asset Manager

**Career Level:** 20

### Position purpose:

As a senior member of the Asset Management Team the Principal Asset Planning Adviser Facilities has a focus on planning for growth, sustainability outcomes and review and development of tactical plans and policies to support investment and decision making. They will use their technical skills to provide high quality asset planning advice related to Council's community facilities network covering community centres and halls, libraries and civic buildings, sports and event centres, aquatic facilities, heritage buildings, rental housing and other non-commercial property holdings. The role will support statutory planning processes including advice on District Plan matters.

### The key areas of responsibility include:

#### Planning and Managing Relationships

- Contribute to setting the vision and direction for the future related to community facilities provision.
- Develop strategic relationships with partners including Iwi, Ministry of Education, Environment Canterbury, neighbouring territorial local authorities and other agencies.
- Lead the development of key planning work streams including provision of asset-oriented input to network plans for facilities.
- Lead and manage assigned planning projects for various facilities activities.
- Work collaboratively with the Facilities Management Team, Sports and Recreation Team, Venues and Events Team, Arts Culture and Lifelong Learning Team and Facility Operators to develop effective asset management plans.
- Work collaboratively with Council's Strategic Teams and provide technical input to the Council's strategic plans including Future Selwyn and Area Plans.
- Lead planning projects to gain information and understanding on climate change and impact on facilities and integrate findings with future programmes.
- Provide asset input to project evaluation, needs assessments, feasibility studies and business cases for community facilities including new facilities, upgrades and disposals.
- Work with the Acquisitions, Disposals and Leasing Team on the management of asset portfolios and coordinating transactional support as required for property and facilities.
- Manage designation processes under the District Plan for new community facility sites.
- Participate in any local or regional Council groups on community facility coordination planning as required.
- Contribute to the development and management of Council's operational plans, bylaws, policies, and procedures related to community facilities.

#### Capacity and Growth

- Provide technical advice and support on facilities network capacity to meet growth demands.
- Undertake demand modelling for facility asset provision based on adopted and/or national provision standards to determine future capacity requirements.

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- Prepare and manage development contribution funding models for community infrastructure development contributions related to community facilities.
- Provide technical advice and evidence at District Plan and Environment Court hearings as required.
- Work closely alongside the Facilities Management Team, Sports and Recreation Team, Venues and Events Team and the Arts Culture and Lifelong Learning Team to understand growth and capacity pressures.
- Collaborate with the Strategic Planning Team on spatial plan development including Area Plans and provide input to demand forecasts.
- Lead work on identification of land needed to accommodate future community facilities including through subdivision development and direct purchase.
- Work closely with neighbouring territorial authorities to understand the impacts of plans and proposals on the Council's facilities network especially related to capacity and demand.

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**Technical Advice**

- Provide technical advice on facilities matters relating to consenting and land use activities in Selwyn.
- Provide input into the District Plan's land use provisions related to community facilities.
- Advise on risks to Council including identifying and responding to new policy, legislation, standards and regional plans.
- Provide technical input to the development of standard facility specifications.
- Provide technical advice and support to the Facilities Management Team in preparing contracts and specifications.
- Provide advice on integrating Accessibility Charter and Accessibility Plan actions into facilities projects and programmes.
- Investigate and provide advice on potential carbon reduction measures to meet Council's carbon reduction targets.
- Lead projects to develop a comprehensive understanding of building and facility performance issues including building surveys and translate into advice for building improvement programmes.
- Provide technical advice and direction to support the Capital Delivery Team and Facilities Management Team.
- Provide advice on the administration community infrastructure development contributions under the Council's Development Contributions Policy.

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**Activity Management Plan, Annual Plan and Long-Term Plan**

- Manage and provide leadership to Activity and Long-Term Planning processes including the development and maintenance of Facilities Activity Management Plans (AMP).
- Contribute to budget development processes for the Long-Term Plan, Annual Plan and 30-year Infrastructure Strategy.
- Develop content for the Long-Term Plan documents and the 30-year Infrastructure Strategy.
- Prepare budget and project information for Annual Plans.
- Develop renewals programmes in conjunction with the Operations Teams using and refining optimised renewal models to balance criticality, condition, age, risk and economics.
- Support programming of operations and maintenance activities, developing maintenance cost models and verifying maintenance costs in collaboration with the Operations Teams.
- Scope and develop project briefs for issue to the Capital Delivery Team and Operations Teams to support programme delivery.
- Lead the review of levels of service including development of service categories and consistent standards ensuring input from Facilities Management Team, Sports and Recreation Team, Venues and Events Team and the Arts Culture and Lifelong Learning Team.

### Continuous Improvement

- Develop and maintain Activity Management Plan improvements registers and implement improvement plans and actions.
- Implement best practice asset management planning in updating Activity management Plans.
- Collaborate to drive continuous improvement in the Facilities space, solving problems and finding ways to work smarter together.
- Work with the Operations Teams to develop innovative options for meeting facility demand requirements including non-asset solutions.
- Review specifications and levels of service with a view to reducing asset life cycle costs.
- Review processes, standards, policies, bylaws and codes of practice for open spaces and facilities as required.
- Maintain a high level of knowledge and remain current on industry best practice and share knowledge with the wider team.

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### Reporting

- Provide input on asset-related performance measures and associated content for the Annual Report.
- Prepare reports for the Facilities Asset Manager and Council.
- Research, collate, analyse, write and present reports to assist managers and decision makers including presenting to Council as required.
- Use Council's financial and project management systems to review financial and project reports on a regular basis for assigned budget and project areas.

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### Living our Values

- In working with the Asset Management Team and the wider teams across Council demonstrate our values of better together, be brave think differently, make it happen and be a good human.

Direct reports: Nil

Indirect reports: Nil

## Deliverables

### Big Picture

- 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)
- Stay up to date with legislation and practices as appropriate to role
- Contribute strategic and detailed information to the development of Council's LTP
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

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### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

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### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

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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>• Strong technical skills with at least 10 years' work experience with a focus on the management of property and/or community facilities</li> <li>• Local government experience</li> <li>• Highly motivated, outcomes focused and innovative professional</li> <li>• Strong problem solving and analytical skills with a high attention to detail</li> <li>• Strong interpersonal skills and an ability to lead and influence</li> <li>• Competency in partnering with external contractors, consultants, Iwi, landowners and other agencies</li> <li>• Ability to rationalise technical information, think strategically and deliver to required timeframes</li> <li>• A broad understanding of the principals of asset management and experience in development of activity/asset management plans</li> <li>• Understanding of national regulatory framework including LGA, RMA and Building Act</li> <li>• Knowledge of strategic planning principles and a demonstrated competency in plan development</li> <li>• Professional working knowledge and high aptitude in Microsoft based platforms and applications</li> <li>• An ability to write clear and concise written material and confidently deliver verbal presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of demand modelling processes</li> <li>• High level of financial literacy and capabilities in budget preparation and management</li> <li>• Experience in operating Information Management Systems and extracting reports</li> <li>• Experience using databases and asset management software.</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC, MoE) Greater Christchurch Partnership Non-government agencies Unions – Public Service Association	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

### Essential

- Bachelor level degree related to property or construction (e.g. property/engineering/architecture/building surveying)
- Registered member of a professional organisation
- Current full drivers licence

### Desirable

- Professional training in Asset Management Planning

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.