

WAIROA DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE

Group Manager - Assets & Infrastructure

PURPOSE

- Reporting directly to the CEO, this position forms part of Wairoa District Council's Senior Leadership Team.
- Responsible for ensuring the effective oversight and management of the Assets and Infrastructure Group, whilst ensuring Council adhere to industry best practice and operate within statutory requirements.
- Provide strategic direction and leadership, supporting governance in key decision making.
- Lead Wairoa District Council's long-term assets and infrastructure strategy.

This job exists to:

- Contribute to the wider strategic leadership of Council, has overall responsibility for providing visionary long-term infrastructure thought leadership and planning, and innovative service delivery to meet the long-term strategic challenges and issues in the delivery of the Groups services.
- Furthermore a priority for this role will be the support and integration of the community's aspirations, namely community and economic development, in the delivery of the Groups services and the application of the 4-well beings. This means:
 - o Proactively leading strategic thought leadership, providing innovative options for strategic decision making by Council.
 - o Providing robust, timely and well thought out advice for governance.
 - o Delivering transformational leadership and collaborating on transformation initiatives.
 - o Leading a highly professional team in the delivery of the group's services, transforming infrastructure, building control and policy planning as a service.
 - o Overall accountability for the operational management and delivery, which supports the customer service ethos, of the group's services and people.
 - o Responsible for the groups budget management, forecasting, planning and timely reporting and exercising financial delegations.
- Manage key relationships in the community, including elected members, tangata whenua, interest groups and the general community.

ORGANISATIONAL AUTHORITY

Work Unit: Senior Leadership Team

Responsible To: Chief Executive Officer

Responsible For: Community Assets & Services Department (14 FTE)

Financial Delegated Authority: \$50,000

Grade: 24

SPECIFIC DUTIES & RESPONSIBILITIES

Group Leadership

- Long term strategic issues and challenges are provided for to ensure the future viability and sustainability of Council assets to achieve long term community aspirations.
- Deliver thought leadership and robust advice to the organisation, staff and governance, to meet the strategic challenges and to influence future focused and robust decision making.
- Deliver effective strategic planning for total group in line with WDC purpose and vision, with a particular focus on transformation and collaboration within and across Groups.
- All projects will ensure and maintain long term sustainable strategic viability of all services provided by Council.
- Ensure all services, within Group, provided by Council conform to appropriate standards and practices.
- Ensure the Group delivers road assets and services in an effective and efficient manner.

- Proactively provide reports to Council, Council Committees, senior staff and other audiences on opportunities and issues, to assist Council to achieve its strategic objectives, foresee and mitigate any issues, and resolve situations or drive service improvements.
- Ensure estimates, contract management, works programmes and Activity Management Plans for all group activities are prepared and executed effectively and efficiently.
- Ensure all work, contracts, tendering and Activity Management plans and Long Term Planning complies with Council's vision, policies, objectives, strategic outcomes and budgets (including risk management planning) and complies with all legal requirements.
- Ensure the District Land Transport Programme (DLTP), including risk management, is managed effectively and efficiently.
- H&S systems are in place, promoted, supported and followed to manage the safety of all employees, contractors and public in area of control, in accordance with H&S compliance legislation and internal H&S protocol.

Stakeholder Management

- All stakeholder relationships are effectively managed to deliver the performance expected.
- Ensure that the Group provides high standards of service and that professional stakeholder relationships are developed and maintained at all times.
- Expected behaviours include; courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving conflicts, mediating, negotiating, formal negotiation, supervising, leading.
- The Council and community groups are aware of services/operations and can contribute their ideas to the provision of credible services.
- Represent Council on the Delegations Committee.
- Attend Council and Committee Meetings and convene public meetings as appropriate.
- Service delivery results in the Council ensuring the community is satisfied with the delivery of those services.
- Implements a service and outcomes based approach to work as opposed to a rules based approach.
- Ensure the CEO is kept informed about matters relating to all services within Group as appropriate.

Systems Management & Oversight

- Undertake regular review of Council's asset management systems, and ensure the development and implementation of all assets and infrastructure policy to ensure legislative compliance and best practice.
- Provide accurate and timely strategic advice to the CEO in relation to Council asset management position, obligations, forecasting, best practice, policy and any relevant associated queries.
- Through the development and implementation of appropriate systems, implement controls and tests to ensure Council's activities and actions are undertaken within policy and adhere to all governing legislation.
- Keep abreast of changes in governing legislation and policy, and provide advice and / or implement changes as necessary to ensure compliance with best practice.
- Maintain oversight and control of all Council's asset management, issues and performance and report on these to the Chief Executive Officer as and when appropriate.

Engineering Consultancy

- Ensure that an in-house Civil Engineering Consultancy Service for Council's operations is provided. This service provides:
 - o Technical advice for the services provided by Council in the areas of water, wastewater, stormwater, waste management, land transport, properties.
 - o Other technical advice that may be required by other departments of Council.
- Provide project management support including investigation, design, reporting, contract writing, tendering, and contract administration and supervision.
- Investigate and approve of civil engineering aspects of development applications.
- Provide infrastructural asset management services.

Compliance & Risk Management

- Ensure resource management, planning, and regulatory services meet legal requirements.
- To oversee and coordinate the processing of applications for resource consent, and all licences, certificates and approval granted or issued by Council.
- To ensure that monitoring is undertaken for the purposes of achieving compliance with the Resource Management Act, the District Plan, other statutes and bylaws.
- To oversee, and where appropriate, undertake the preparation and presentation of Council's case in proceedings before the Environment Court, District Court or other court, with Council's solicitor / barrister.

Group Reporting

- Ensure Council and Council's Committees receive quality and timely reports on your group's progress as and when required.
- Control, manage and report on outcomes relating to group management functions and
- Collate and present a wide scope of asset management information to Council as and when appropriate or required.
- Provide commentary for the CEO on variations from budget for your group in relation to forecasted expenditure.
- Ensure all AMPs contain timely and accurate financial information in accordance with best practice.
- Ensure that there is an appropriate risk management policy in place in relation to Council asset management.

Community Engagement

- The provision of responsive, interactive and sensitive community services and information to the public.
- Develop harmonious relationships with representatives of agencies who have business or cultural association with the Council by taking account of tikanga Maori and Te Tiriti o Waitangi concerns and issues.
- Ensure departmental staff provide a diligent, courteous and accessible service to the public.
- Ensure that all departmental staff and information sources are easily and quickly accessible to the public.
- Ensure that proper account of tikanga Maori and the Treaty of Waitangi is taken in all activities.

People Management

- Identify and set department / individual goals to ensure the successful delivery of Council assets and infrastructure objectives, promoting the collaborative effort of all direct reports.
- Delegate tasks effectively and consistently across the team, ensuring transparency and accountability amongst peers.
- Provide appropriate authorities / advice to the team in a timely manner.
- Foster positive communication and support within the team, to ensure trust in management.
- Ensure individual performance reviews and regular check ins are undertaken in the time frames required.
- Identify appropriate training requirements and opportunities for individuals, and inform the CEO when appropriate.
- Manage team members in accordance with good faith principles, current staff policies and employment agreements (collective and individual).
- Encourage a work environment of knowledge and career development.
- Liaise with the CEO in relation to staffing resource requirements.

Health & Safety

- Ensure a proactive approach to health and safety at Council, ensuring personal compliance with governing legislation and company policy at all times.
- Maintain excellent communication in relation to health and safety concerns and any identified hazards, ensuring paramount importance placed on the effective and efficient management of the same.
- Do not under any circumstances, undertake duties where you have identified unmanaged risk to either your own, or others, health and safety at work.
- Take all reasonable steps to ensure that in your employment you do not undermine your own health and safety or the health and safety of any other person.

Other

- Participate in and undertake emergency management duties as required.
- Undertake performance development tasks / responsibilities in terms of Council's system.
- Participate in Council projects and initiatives as required.
- Ensure compliance with relevant governing legislation.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.

- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

JOB SPECIFIC COMPETENCIES

- The ability to communicate effectively at a strategic level, both verbally and in writing with a diverse range of individuals, by listening actively and using the appropriate language and manner required.
- Takes a continuous improvement approach to all plans and uses this forward thinking and future-proofing approach to guide sustainable strategy.
- Demonstrates a high sense of integrity and accountability to ensure success of the department and organisation.
- Plans, prioritises and delegates work by identifying tasks and resources required, establishing clear time frames, anticipating possible variations and scheduling a review of plans on completion of the work.
- The ability to forecast and monitor progress against plan, managing unexpected variations and using initiative and flexibility to respond.
- Provides quality strategic asset management advice by maintaining knowledge of Council's strategy, structures and activities and operational capacity, and applies technical knowledge and skills effectively.
- Establishes leadership by ensuring the development and maintenance of team mission, goals and objectives, modelling commitment to these, and creating a positive environment where trust is placed in management.
- Critical, agile thinker, who consistently challenges information and the status quo, ensuring the best possible outcome for Council.
- Demonstrates a positive approach to regular deadlines and well-practiced at re-evaluating priorities based on external influences.

SKILLS, EXPERIENCE & EDUCATION

Skills:

- Strategic and analytical thinker.
- Natural leader and excellent people management skills.
- Advanced project management ability.
- Expert working knowledge of Microsoft Excel and other MS applications.
- Expert understanding of asset management systems.
- Sound working knowledge of relevant governing legislation, or the ability to interpret legislation to ensure compliance.
- Delegation skills and assertive decision maker.

Experience:

- 5+ years' experience in proven, effective, strategic group leadership of multiple services, including infrastructure, land transport, utilities and consents or other complex services.
- 5+ years' experience in leading transformation and collaboration within multiservice groups and across groups, ideally within a local government environment or similar.
- Proven experience in effectively leading projects across multiple services.
- Proven achievements and innovations at a group leadership level of multiple services.
- Proven experience in effectively representing at a senior level in local government activities.
- Management or consultative position in the asset or utility management function of an organisation desirable.
- Prior people management and delegation skills desirable.

Education:

- Completion of, or the commitment to obtain G REG Level 3.

- Bachelor's Degree in a relevant field required.
- Post graduate leadership or management qualification required, or relevant experience in the management of a similarly sized organisation, focused on service delivery to the public.
- Clean, current driver's licence required.