

## JOB DESCRIPTION

<b>Job Title</b>	Manager Operations (Water, Waste and Land Drainage)
<b>Position Status</b>	Permanent
<b>Hours of Work/Days of Work</b>	40 hours per week – Monday to Friday
<b>Business Unit &amp; Team</b>	Service Delivery, Operations (Water, Waste and Drainage)
<b>Reports to</b>	General Manager Service Delivery
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Infrastructure Administrator (x2)</li> <li>• Infrastructure Officer – Land Drainage</li> <li>• Senior Infrastructure Officer</li> <li>• Infrastructure Field Officer</li> <li>• Infrastructure Officer – Waste Lead</li> <li>• Infrastructure Officer – Waters</li> <li>• Water Quality &amp; Compliance Lead</li> </ul>
<b>Base Location</b>	Mangawhai/Dargaville
<b>Salary Grade</b>	Grade 20
<b>Delegations</b>	TBC
<b>Key Internal and External Partners/Customers</b>	TBC

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (teamwork), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.



**whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## ROLE PURPOSE

The Manager Operations leads water, waste and land drainage functions, ensuring we meet customer, stakeholder and legislative requirements.

## KEY RESPONSIBILITIES

<b>Manage Water, Waste and Land Drainage functions</b>	<ul style="list-style-type: none"> <li>Oversee and manage the operations of water, waste and land drainage services.</li> <li>Develop Business Plans that align with the overall strategy of Council.</li> <li>Allocate resources, including budgets and staff</li> <li>Recommend and lead implementation of new trends, systems or processes to continuously improve services.</li> <li>Contribute to strategy &amp; policy development in forums, including the Council and the management team</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>Overall responsibility for Operations and Maintenance contracts.</li> <li>Establish and foster sound professional relationships with Council's external professional services and contract providers.</li> <li>Facilitate and promote a culture of change and innovation within external service providers.</li> <li>Monitor and evaluate the performance of service providers.</li> <li>Plan for major contract expiry dates and oversee contract extensions or new tender processes in a timely basis, considering where appropriate the sharing of services or partnering of contracts with neighbouring councils.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>Integration and co-ordination with partners including Iwi, private sector, regional council and other utility operators.</li> <li>Liaison with Activity Owners</li> <li>WDC – Collaboration opportunities with regards to Water, Waste and Land drainage</li> <li>Interface with 3 waters entity.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Develop and manage the annual budgets relating to functions ensuring delivery within agreed budget allocations.</li> </ul>
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>Operate in line with our "KDC Great Manager Guide"</li> <li>Comply with the Good Employer Requirements of the Public Service Act 2020 and Local Government Act 2002.</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>Take care of your own health, safety and wellbeing and that of others affected by your work.</li> <li>Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Participate in monthly and yearly roadmap planning and chats with your</li> </ul>



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	<p>manager.</p> <ul style="list-style-type: none"> <li>Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>Provide CORE customer experience (connected, open, reliable and easy).</li> <li>Champion our values.</li> <li>Adhere to our ways of working (WoW)</li> <li>Observe KDC policies, procedures and guidelines.</li> <li>Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.</li> <li>Maintain records in compliance with the Public Records Act 2005.</li> <li>Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.</li> <li>Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.</li> <li>Other tasks and/or projects as assigned.</li> </ul>

## COMPETENCIES

<p><b>Leader of Self</b></p> <ul style="list-style-type: none"> <li>Work Together</li> <li>Deliver Results</li> <li>Champion Innovation</li> <li>Provide Customer Experience Excellence</li> <li>Make Informed Decisions</li> <li>Communicate Clearly</li> </ul>	<p><b>Leader of Others</b></p> <ul style="list-style-type: none"> <li>Manage People</li> <li>Business Acumen</li> <li>Manage within a Political, Legislative and Regulatory Environment</li> <li>Be a Leader of Change</li> </ul>
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## SUCCESS PROFILE

<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>Tertiary qualification (Engineering or similar), plus significant experience in related field.</li> <li>Strong leadership experience with demonstrated effective team management towards organisation goals</li> <li>Proven experience managing contracts and budgets.</li> <li>Experience leading your teams through change, including change of systems, processes, ways of working.</li> <li>Experience working in a local government setting including writing and presenting reports.</li> <li>Good understanding of relevant legislation</li> </ul>	<p><b>Role Specific Skills &amp; Attributes</b></p> <ul style="list-style-type: none"> <li>Ability to build and maintain positive and constructive relationships</li> <li>Problem solving</li> <li>Strong negotiation or persuasion skills</li> <li>Financial literacy (budgeting, analysis, reporting)</li> <li>Cultural awareness</li> <li>Committed to coaching, mentoring and developing people</li> <li>Project Management skills</li> </ul>
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### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence

### ORGANISATION CHART

TBC



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