



## Position Description – AMS Data Support Analyst

**This position reports to:** Asset Management Systems Lead

**Career Level:** 14

**Position purpose:** The AMS Data Support Analyst will provide essential data management and technical support to the Asset Management Team. This role is focused on ensuring the accuracy, integrity, and accessibility of asset data, supporting the council's efforts to manage infrastructure assets effectively. The position involves managing asset data systems, assisting with data collection and analysis, and supporting the development of asset management reports and plans.

### The key areas of responsibility include;

- |                                       |  |
|---------------------------------------|--|
| <b>Data Management</b>                | <ul style="list-style-type: none"> <li>• Maintain, update, and ensure the accuracy of asset management databases.</li> <li>• Assist in the collection, validation, and processing of asset data from various sources.</li> <li>• Support data integration efforts to ensure consistency across asset management systems.</li> </ul>  |
| <b>System Administration</b>          | <ul style="list-style-type: none"> <li>• Provide technical support for the council's asset management software, including troubleshooting, system updates, and user administration.</li> <li>• Assist in the configuration and optimisation of asset management tools to meet operational needs.</li> <li>• Coordinate with Digital to ensure the reliability, security, and performance of asset management systems.</li> </ul> |
| <b>Reporting &amp; Analysis</b>       | <ul style="list-style-type: none"> <li>• Assist in preparing asset management performance reports, dashboards, and data visualisations.</li> <li>• Generate regular and ad-hoc reports on asset performance, condition, and lifecycle costs.</li> <li>• Support the development and maintenance of asset renewal and replacement programs</li> </ul>   |
| <b>Process Improvement</b>            | <ul style="list-style-type: none"> <li>• Identify opportunities for improving data management processes and systems.</li> <li>• Assist in the implementation of best practices and new technologies to enhance data accuracy and efficiency.</li> <li>• Provide training and support to staff on data management practices and asset management systems.</li> </ul>  |
| <b>Compliance &amp; Documentation</b> | <ul style="list-style-type: none"> <li>• Ensure that asset data management processes comply with relevant legislation, standards, and council policies.</li> <li>• Maintain documentation for data management processes, system configurations, and data quality standards.</li> <li>• Support audits and reviews of asset management data and systems.</li> </ul>   |
| <b>Other duties as required</b>       | <ul style="list-style-type: none"> <li>• Undertake duties that are within the broad scope of the role and may be assigned from time to time.</li> </ul>  |

Direct reports: Nil

Indirect reports: Nil

## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### 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

### 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)

### 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.

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- 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.

## 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>Collaborate with the Asset Management Team, Digital, Finance, and other relevant departments.</p> <p>Provide support to council staff on data-related matters within the asset management context.</p>	<p>Asset managers group</p> <p>Data governance group</p>

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 3 years experience in a similar role working in data management or asset management.</li> <li>• Proficiency in asset management software and data management tools (e.g., AMS, GIS, Excel).</li> <li>• Strong data management and analytical skills, with an emphasis on accuracy and detail.</li> <li>• Understanding of asset management principles and lifecycle management.</li> <li>• Ability to convey technical information clearly and effectively to both technical and non-technical stakeholders.</li> <li>• High level of accuracy and attention to detail in managing and reporting data.</li> <li>• Strong analytical and problem-solving skills, with the ability to troubleshoot data issues and implement solutions.</li> <li>• Ability to think critically and make data-driven decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Infrastructure Engineering or Infrastructure Asset Management</li> <li>• An understanding of spatial information systems and geometry types</li> <li>• Experience in managing complex workloads and meeting deadlines</li> <li>• Experience in local government or the public sector is an advantage.</li> </ul>

## 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	Desirable
<ul style="list-style-type: none"> <li>Tertiary qualification in Asset Management, Information Technology, Data Science, Engineering or a related field is preferred</li> </ul>	<ul style="list-style-type: none"> <li>Certification in asset management (e.g., IAM Certificate, ISO 55000) or data management is desirable but not required.</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.*

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