

JOB DESCRIPTION

Position:	Assets Officer	Department:	Assets
Reports to:	Director – Assets	Date:	April 2025
<p>Purpose of position</p> <ul style="list-style-type: none"> To coordinate all asset management functions including preparing, reviewing, updating and maintaining all asset management documentation. To provide procurement administration support for capital projects planning and delivery. 			
<p>Key Accountability Areas</p> <ol style="list-style-type: none"> Coordinate all asset management functions Coordinate, Update and Maintain all Asset Management Plans, Policies, Strategies, Bylaws and Other Plans Procurement Administration Support Monthly Reporting Other Duties as directed Health and Safety Civil Defence 			
<p>Accountabilities</p>			
<p>1. Coordinate All Asset Management Functions</p> <p>Key Outcomes</p> <ul style="list-style-type: none"> Manage - analyse and update - asset data for strategic and operational planning purposes. Coordinate the review and preparation of asset management documents for all activities; Innovative and practical approach to gathering, processing and utilising asset data Review and improve asset data for accuracy, completeness, currency and relevance prior to use for analysis <p>Performance Indicators</p> <ul style="list-style-type: none"> Asset data is analysed, updated current, accurate and suitable for planning purposes. All AMPs are robust, accurate and completed with the specified timeframe. Reports to Elected Members are clear and accurate to convey the intended purpose. Continuous asset data collection, processing and validation Self-motivated ongoing review and improvement of data as required. 			
<p>2. Coordinate, Update and Maintain All Asset Management Plans, Policies, Strategies, Bylaws and Other Plans</p> <p>Key Outcomes</p> <ul style="list-style-type: none"> Asset Management Plans, Policies, Strategies, Bylaws and other plans are up-to-date, meet best practice requirements. Coordinate and maintain all documents. Standardise, document and maintain existing and best practices and processes using a suitable tool. <p>Performance Indicators</p> <ul style="list-style-type: none"> Asset Management Plans and other documents are current and robust. Planning documents are maintained. All documents are prepared in appropriate templates Processes are developed and maintained for all coordinated activities 			

3. Procurement Administration Support

Key Outcomes

- Provide procurement administration support to the Assets team.
- Record all meeting minutes and manage documentation in Council's document documentation system.
- Develop, update and maintain the Council's contract register.
- Develop and maintain processes as required.

Performance Indicators

- Effective administrative support provided;
- Minutes are accurately recorded and easily retrieved;
- Council's register is updated and maintained.
- Processes are recorded and updated.

4. Monthly Reporting

Key Outcomes

- Ensure up-to-date and current information is recorded in monthly reports.
- Complete monthly reports accurately and within specified timeframes.

Performance Indicators

- Monthly reports are completed within specified timeframes with current and accurate information.

5. Other Duties

Key Outcomes

- Record management responsibilities as outlined in Council's Information Management Policy;
- Undertake Research and Investigation for background Assessment / Studies;
- Record and update processes as necessary;
- Attend meetings and circulate minutes promptly; and

Performance Indicators

- Record management responsibilities are undertaken;
- Robust background research and investigation undertaken;
- Processes are recorded and updated in a timely manner.
- Meetings are attended and minutes circulated promptly.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

6. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long-Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

7. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principle Relationships

Internal

All Staff
District Mayor
Elected Members

External

The Public
Council's Contractors
Local and Regional Councils
NZTA
Audit NZ
Taranaki District Health Board

Ideal Person Specification

Education/Qualifications

- Essential - Tertiary qualification in a relevant field
- Desirable - Tertiary qualification in the field of Asset Management/Policy Development and/or Planning / Engineering.

Job Knowledge

- Relevant experience in engineering, policy development, or administration
- Familiarity with asset management practices, preferably within the public sector
- Strong organisational, time management, and communication skills
- Ability to work independently and as part of a team
- Proficiency in the use of MS packages including data analysis skills.

Key Competencies

- Management skills – proven ability in project and time management.
- Teamwork - demonstrates an ability to work well in a team.
- Organisational skills – A self-starter who is methodical and well organised, able to manage multiple activities at once to accomplish a goal and marshal resources to get things done.
- Communication - communicates clearly and concisely when seeking or providing information and can deal with people in all types of situations.
- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Integrity and Trust – maintains confidentiality.

Structure Chart

