

JOB DESCRIPTION

Job Title	Asset Manager, 3 Waters and Land Drainage
Position Status	Permanent
Hours of Work/Days of Work	40 hours per week
Business Unit & Team	Strategic Improvement
Reports to	Manager, Asset Management
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 17
Delegations	None
Key Internal and External Partners/Customers	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 (team work), 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.

ROLE PURPOSE

The purpose of this role is to lead strategic asset management of water, wastewater, stormwater and land drainage and to enhance and develop asset management best practice within Council to achieve optimal return on investment.

This role also provides direction for Developers and Kaipara Infrastructure teams to shape infrastructure investment in alignment with our Infrastructure Strategy, District Plan and Guidelines.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Asset Management	<ul style="list-style-type: none"> • Maintain a strategic overview of water, wastewater, stormwater and land drainage assets and operations. • Lead and own asset management plans, maintenance intervention strategies, and annual maintenance and renewals programmes. • Monitor and report on the effectiveness of annual maintenance and renewals programmes in delivering level of service targets and in conforming to statutory and regulatory requirements. • Review and update asset management plans in line with community's needs and expectations, and other changing factors. • Contribute to and input into related policies and strategies, the LTP, bylaws, and operations plans as required. • Manage professional service providers to undertake investigations and feasibility studies as required.
Manage key Relationships	<ul style="list-style-type: none"> • Planning Team – Be the point of contact for development and consent applications. Liaise with operations teams within Infrastructure. • Developers – Work with Development Engineers, Planners and District Plan team to respond to future developments and ensure fit for purpose community infrastructure. • Northland Regional Council - Participate in the development of Climate Adaptation Plans, river management and flood fences.
Strategic Infrastructure Documents	<ul style="list-style-type: none"> • Own and develop relevant sections of the Kaipara Engineering Standards and contributes to the development or review of relevant regional and national technical guidelines or standards. • Support the Strategic Planner in the development and review of other strategic documents. • Identify growth projects from plans and policies within the Long Term Plan (LTP). • Maintain and develop functional models for water, wastewater, stormwater and land drainage assets. • Develop catchment management plans.
Development and growth	<ul style="list-style-type: none"> • Be responsible for the creation and execution of conditions relating to water, wastewater, stormwater and land drainage assets in Developer Agreements and Resource Consents. • Work closely with Service Delivery team –Manager Operations and Manager Community Services – in the response to developments. • Develop advice and evidence to support the District Planning Team when KDC considers Private Plan Changes.
Projects	<ul style="list-style-type: none"> • Analyse models and asset data including age, capacity, condition and criticality to inform prioritised renewals programmes. • Where asset data is not available, develop programmes to assess and collect asset data. • Prepare project initiation documentation as per the project management



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- framework such as business cases, project briefs and statement of works.
- Collaborate with Project Delivery Team in the development of procurement and project execution plans.
 - Review project closure reports to ensure the project benefits have been realised.
 - Facilitate efficient and accurate transfer of information between development/capital team to the Asset Management Information System (AMIS).

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents
Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager. • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy) • Champion our values • Adhere to our ways of working (WoW) • Observe KDC policies, procedures and guidelines • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice • Maintain records in compliance with the Public Records Act 2005 • Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required • Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies • Other tasks and/or projects as assigned

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly



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SUCCESS PROFILE

Qualifications & Experience

- Qualification in master planning, engineering, landscape, urban design or similar.
- Experience in planning of infrastructure including open spaces, parks, recreation, tourism, community facilities, coastal defence, and climate adaptation.
- Experience in asset management planning and long-term planning.
- Experience working for or with local government.

Role Specific Skills & Attributes

- Strong relationship management and interpersonal skills.
- Demonstrated experience in collaboration with different groups and stakeholders.
- Ability to work in a team environment.
- Ability to create commitment to a strong customer service philosophy.
- Ability to communicate clearly in different environments.
- Excellent written and verbal communication including presentation skills.
- Problem solving and negotiation skills and experience.
- Financial management skills and experience.
- Excellent project management skills.

Other Role Requirements

This role requires:

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



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