

POSITION DETAILS

TITLE	Three Waters Data and Systems Coordinator
REPORTS TO	Team Leader Three Waters Asset Management and Planning
DATE	May 2025
DIRECT REPORTS	None
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

The Three Waters Data and Systems Coordinator is responsible for the proactive and effective management of water, wastewater, and stormwater asset data to support Council's strategic objectives. This role ensures the integrity, accuracy, and accessibility of Three Waters data to enable informed decision-making and clear visibility of key performance indicators. The position also focuses on fostering strong relationships with internal and external stakeholders to support asset management and compliance activities.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	Ensure the best interests of the organisation are represented at all times and Council values are reflected in behaviours and professional delivery of role.
DATASETS, DATA STREAMS, REPOSITORIES, PLATFORMS AND APPLICATIONS	<p>Asset data within the Asset Management System (AMS) and Geographic Information System (GIS) is consistently maintained and kept current.</p> <p>AMS, GIS, Ozone, and other relevant systems are effectively utilised for asset data collection, monitoring, and related operational purposes.</p> <p>Use software tools such as ArcGIS Pro, Tableau, Power BI, MS SQL, ADAPT and similar platforms for data collection, updating, analysis, and reporting to support the development of renewal and upgrade programmes</p> <p>Undertake administrative, and managerial tasks to support the development and digitisation of Three Waters assets within GIS and AMS systems.</p> <p>Accurate and timely data updates are provided to both internal teams and external stakeholders as needed.</p> <p>Advanced and complex technical, as well as general administrative duties, are performed using ArcMap, ArcGIS Pro, and ArcGIS Online applications.</p>
BACKFLOW PREVENTION TESTING COORDINATION	<p>Coordinate and oversee the annual testing of Three Waters backflow prevention devices in accordance with regulatory requirements.</p> <p>Manage and monitor testing data submitted by contractors and operations staff, ensuring accuracy and record in the Asset Management System (AMS), Objective, and associated Excel spreadsheets.</p> <p>Schedule refurbishment or replacement of defective devices and update corresponding records in AMS and GIS.</p> <p>Manage consumer billing processes for backflow device testing services.</p>

<p>METER REPLACEMENT PROGRAMMES</p>	<p>Collaborate with the Three Waters Administration team to identify low water usage trends and potential jammed meters, and support quality control checks of exception reports.</p> <p>Coordinate meter replacement activities with the operations team and ensure updated in the Asset Management System (AMS) and accurately reflected in GIS.</p> <p>Work closely with the Rates team to ensure billing records are accurately updated and that reliable processes are in place for future meter readings.</p>
<p>PROJECT MANAGEMENT</p>	<p>Manage assigned projects effectively to ensure timelines are met, budgets are adhered to and progress reports and updates are provided as required, ensuring exceptions to project timelines and budgets are highlighted in a timely manner.</p>
<p>RELATIONSHIP MANAGEMENT</p>	<p>Effectively manage and maintain internal relationships ensuring accurate and timely advice and support is provided to all staff, as required.</p> <p>Ensure key stakeholders and customers receive high quality responses to feedback that consistently reflect Council's objectives to promote the Whakatāne District.</p> <p>Promote proactive collaboration and partnership with key stakeholders to ensure all actions promote success towards common programme objectives.</p> <p>Observe cultural protocols and safety practices to support initiatives, consultation and relationships with Iwi partners.</p> <p>All practicable steps are taken to meet the public expectations. Good and friendly relationship with the public is maintained.</p>
<p>HEALTH, SAFETY AND WELLBEING</p>	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and/or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to the Health & Safety Advisor to complete internal audits, assessments and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
<p>ADDITIONAL DUTIES</p>	<p>Assist and participate with Emergency events as instructed and attend relevant training in Civil Defence as required.</p> <p>Become active participant in central government three waters reform with regards to delivery of data, as required.</p> <p>Undertake other duties as reasonably requested by your manager or another manager.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Partnership groups and communities Key regulators Consultants and contractors Developers Industry peers and working groups Community Boards Regional / and other local Councils General Public 	<ul style="list-style-type: none"> Three waters treatment, operations and maintenance teams Project delivery team Planning and Development team ICT. GIS Elected members

PERSON SPECIFICATION

QUALIFICATIONS	Relevant asset management public infrastructure foundations qualification or equivalent through experience.
EXPERIENCE	<p>Minimum five years' experience in three waters industry in an asset management or administration role within a Local Government environment.</p> <p>Demonstrated experience and understanding, creating, updating and reviewing three waters Asset Management Systems and ArcGIS Pro.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>Has a sound understanding of asset management principles and their application in the three waters environment.</p> <p>High attention to detail, excellent time management and be process focused with strong emphasis on accuracy and continuous improvement.</p> <p>Strong computer literacy, including a high level of proficiency with Microsoft Office software.</p> <p>Able to drive and influence decisions confidently.</p> <p>Maintains a high level of accuracy in recording and checking of documents.</p> <p>Displays a willingness to undertake necessary training to increase performance and skills.</p> <p>Must have demonstrated analytical ability.</p> <p>Excellent communications skills</p> <p>Ability to prepare clearly written and well formatted reports.</p> <p>Understands confidentiality</p> <p>Demonstrated understanding of the Treaty of Waitangi and its implications for Council.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Willing to work overtime and weekends should this be required.</p> <p>Full current drivers licence.</p>

I, _____ agree and accept the duties and responsibilities
captured in this position description.

Employee signature

Date