

JOB DESCRIPTION

Job Title	Asset Management Lead
Position Status	Permanent
Hours of Work/Days of Work	Full time, 40 hours per week
Business Unit & Team	Roading, Service Delivery
Reports to	Manager, Roothing
Direct Reports	Intermediate Engineer Intermediate Asset Engineer RAMM Administrator Road Safety & Traffic Engineer
Base Location	Mangawhai or Dargaville
Salary Grade	18
Delegations	TBC
Key Internal and External Partners/Customers	Roothing team leadership, project managers, customers, maintenance contractor NZTA Funding Advisor

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



whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

To lead the strategic management of local roads in Kaipara and oversee the delivery of asset management planning services for the Kaipara District's roading network.

KEY RESPONSIBILITIES

Asset Management	<ul style="list-style-type: none"> • Maintain a strategic overview of roading assets and develop Forward Works Programmes (FWP) and align with budgets and spend • Lead and oversee asset management plans, maintenance intervention strategies, and annual maintenance and renewals programmes. • Ensure maintenance and renewals programmes and budgets are supported by sound business cases and applications for funding through the National Land Transport Plan and the Council's Long-Term Plan. • Actively monitor and report on the effectiveness of annual maintenance and renewals programmes, ensuring they meet service level targets, including REG reporting • Manage and maintain assets and asset information to the highest standards, aligning with the Council's strategic direction, agreed levels of service, statutory and regulatory requirements, and available budgets. • Review and update Asset Management plans in response to community needs, expectations, and other changing factors. • Management of professional service providers to undertake investigations and feasibility studies as required. • Proactively adopt new approaches and technologies, continuously improving asset management practices. • Ensure reports to NZ Transport Agency are loaded onto TIO timely and portray the correct budgets and spends in accordance with NTZA's requirements. • Delegate tasks and responsibilities appropriately across the team.
Strategic Planning and Policy	<ul style="list-style-type: none"> • Contribute to the development of land transport policies and strategies, the LTP, bylaws, engineering standards, and operations plans as required. • Provide specialist asset management expertise as an input to the development, communication and implementation of strategic plans. • Provide specialist asset management and road safety expertise as an input to external applications for resource consents as they relate to Council's transportation network.
Manage key relationships	<ul style="list-style-type: none"> • Work effectively and collaboratively with contractors, suppliers and professional service providers. • Improve decision-making and achievement of delivery efficiencies through more cohesive, joined-up thinking and active collaboration. • Liaise with other teams, business units and external organisations, including regulatory authorities as required. • Contributing your technical and leadership expertise where it's needed and taking on other tasks and projects as may be delegated from time to time.

KDC CORE RESPONSIBILITIES



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RESPECT



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MAKE IT HAPPEN



Mahi tahī
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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
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

SUCCESS PROFILE

Qualifications & Experience

- NZCE, Diploma, or Degree in Engineering or Asset Management; BE, CMEngNZ, CPEng preferred.
- At least 8 years of relevant engineering experience, with a focus on asset management planning for road maintenance

Role Specific Skills & Attributes

- Strong relationship management and interpersonal skills
- Strong strategic and analytical focus
- Project management skills
- Excellent written and verbal communication including presentation skills



Whakaute
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Mahi tahī
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and renewals.

- Proven expertise in programme and business case development.
- Experience with local government operations.
- Proficiency in asset management software, preferably RAMM (Thinkproject).
- Familiarity with NZ Transport Agency standards, guidelines, and funding processes & rules.

- Problem solving and negotiation skills
- Financial management skills and experience
- Excellent time and scope management skills

Other Role Requirements

This role requires:

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



Whakaute
RESPECT



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