



# Position Description – Surface Water Asset Manager

This position reports to: Head of Asset Management      Career Level: 22

**Position purpose:** As a member of the Asset Management Team the Surface Water Asset Manager will lead the strategic and effective asset management planning for all surface water services activities (Stormwater, Water Races, and Land Drainage) . The role is responsible for leading the development of Asset Management Plans and budgets for surface water, in coordination with relevant Council departments and contractor (CORDE). The role incorporates the leadership of the Surface Water Asset Team.

- *Provide leadership, support and development for your team through setting clear and consistent standards; developing and empowering others; building commitment and trust with your people; addressing performance related issues; managing conflict and building effective teams.*
- *Provide visible, values-based leadership, holding a future focus on the needs of the district and ensuring that the group continuously improves to meet changing requirements.*
- *With other people leaders, be the guardian of organisational workplace culture, leading, coaching, role modelling and upholding the behaviours of our organisational values.*
- *Instil at all levels a strong customer care ethic, focused on high levels of community satisfaction with the services provided.*

## The functional areas of responsibility include;

### Asset Management Plan and Budget Development for Surface Water

- Lead the review and development of the Surface Water Asset Management Plan.
- Assist with other planning and budget development processes for the Long-Term Plan, Annual Plan and 30-year Infrastructure Strategy.
- Develop Surface Water budgets in conjunction with the Head of Asset Management, Surface Water Delivery Manager, Finance Business Partner and contractor (CORDE).
- Collate data and undertake analysis to enable the preparation of funding models for development contributions.
- Develop and update condition-based renewal programme in conjunction with the Capital Delivery and Operations teams with appropriate supporting information.
- Ensure asset development requirements identified in Council Strategies are included in future asset management planning.
- Development of policy, strategy and plans for effective activity management
- Ensure analysis and reporting supports council objectives and requirements.
- Undertake consultation and community engagement at a high level for selected projects.
- Provide strategic planning advice to Council on site specific projects and developments
- Manage risk through identifying critical assets and considering potential failure scenarios and their recovery plans
- Co-operate with all relevant units of Council to influence and ensure good outcomes for the Council
- Liaise with other organisations/authorities that may impact on strategic asset management activities, including making submissions that represent Council's position on strategic initiatives
- Keep up to date with all legislative and health and safety requirements

### Technical Planning Analysis and Advice

- Provide technical advice relating to consenting and land use activities in Selwyn.
- As may be required, provide advice on resource consent applications, plan changes and District Plan updates with respect to the Resource Management Act, District Plan and Council's Engineering Code of Practice and provide associated Community Facilities advice to Councils Planners and Development Engineering staff.
- Ensure RMA, District Plan and Engineering Code of Practice requirements are integrated into asset and operational planning.
- Develop and manage Council's operational plans, bylaws, policies and procedures related to Surface Water. Provide technical advice into the Councils strategic plans.
- Prepare technical reports related to Surface Water activities and assets to support Council decision-making.
- Develop levels of service and performance standards to guide provision and investment of assets and facilities ensuring input from Water Operations, Finance Business Partner and contractor (CORDE).
- Ensure legislative and audit compliance.
- Participate in any local or regional Council groups on water services coordination matters as required.

**Direct reports:** up to 3

**Indirect reports:**

## Deliverables

### Strategy & Planning

- Deliver an annual and LTP plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans
- Monitor the activities and plans of other teams for relevance and impact to own business unit – plan and take action accordingly
- Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues
- Manage risk through careful planning and sound judgement

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### Leadership and Management

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

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### Culture

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports as fair and honest with high standards
- Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
- Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

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<b>Reporting &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Prepare timely and informative monthly reports (and other reports as required)</li> <li>• Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others</li> <li>• Routinely capture data that informs future service planning and delivery by team/organisation</li> <li>• Attend and be prepared for all management and council meetings</li> </ul>
<b>Relationships &amp; Representation</b>	<ul style="list-style-type: none"> <li>• Achieve productive and positive internal relationships across the organisation</li> <li>• Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training</li> <li>• Engage proactively and constructively with Council, Councillors and community boards (as required for role)</li> <li>• Provide an appropriate level of positive visibility in the community</li> <li>• Represent the team/unit/group positively and proactively</li> </ul>
<b>Requirements for all staff</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.</li> </ul>
<b>Emergency Management requirements for all Council Staff</b>	<p>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:</p> <ul style="list-style-type: none"> <li>➢ Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.</li> <li>➢ Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.</li> <li>➢ Participate in any required Civil Defence exercises to ensure that essential services are maintained.</li> </ul>

## 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.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 10 years' experience working in engineering asset management and/or water planning</li> <li>• Proven track record of developing and maintaining relationships across a broad range of sectors at a senior level.</li> <li>• Demonstrated ability to create a continuous improvement culture and motivating environment for staff.</li> <li>• Broad management skills including evidence based budget management and people leadership.</li> <li>• Highly motivated, achievement-oriented and innovative professional.</li> <li>• Good understanding of the principles of infrastructural asset and activity management</li> <li>• Expertise in technical water planning functions and assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with International Infrastructure Management Manual (IIMM) and other industry guidance.</li> <li>• Knowledge of Asset Management Systems.</li> <li>• Local Government experience of minimum 5 years.</li> <li>• Local Authority District Plans knowledge as it relates to Surface Water</li> <li>• Understanding of national regulatory framework e.g. Resource Management Act 1991.</li> <li>• Health &amp; Safety obligations and associated workplace practices.</li> </ul>

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- Understanding of NZ Local Government environment
- Practical and pragmatic in achieving required outcomes
- Ability to confidently and independently seek and find solutions to issues, requests and enquiries
- Ability to make effective and timely decisions
- Ability to rationalise complicated technical and planning demands
- Professional working knowledge and high aptitude in Microsoft based platforms and applications
- Demonstrated ability to create a continuous improvement culture and motivating environment for staff.
- Broad management skills including evidence based budget management and people leadership.

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff, particularly Transportation technical and support staff and Development & Growth team	Special interest groups and committees
Selwyn residents	Mayor	Te Ringa Maimoa – Transportation Excellence Partnership
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Waka Kotahi NZ Transport Agency		
Government Agencies		
Greater Christchurch Partnership		
Non-government agencies		

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## Leadership Competencies



**Eats problems for breakfast.** Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



**Does Change Well.** Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



**Builds Togetherness.** Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



**Rocks the messaging.** Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



**Tackles the tough stuff.** Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



**Delivers the goods.** Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



**Brings out the best.** Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



**Sets the tone.** Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>Bachelor's degree in Engineering</li></ul>	<ul style="list-style-type: none"><li>Water/Asset Management qualification</li><li>Chartered Professional Engineer (CPEng) or equivalent.</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.