

ENVIRONMENT SOUTHLAND

Asset Analyst Role description

About us

Our mission

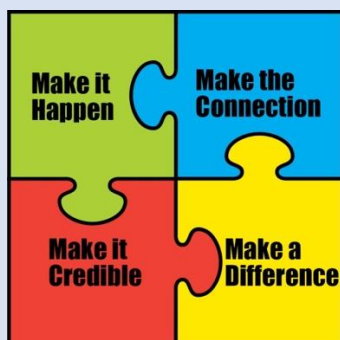
Working with the community to enhance Southland's environment.

Our vision:

A thriving Southland (Te taurikura o Murihiku)

Our values:

Here at Environment Southland we -



Role purpose

The **Asset Analyst** supports the organisation's asset management function by maintaining high-quality asset data, providing analysis and insights, and supporting asset management systems and reporting.

The role ensures asset information is accurate, accessible, and fit-for-purpose to enable effective planning, decision-making, and operational delivery.

Emphasis is on:

- Maintaining accurate, complete, and reliable asset data across systems and datasets
- Applying analytical skills to identify trends, risks, and performance insights from asset data
- Supporting asset management planning through provision of timely and accurate data and analysis
- Contributing to Long-Term Plan (LTP) and Annual Plan processes through data inputs and forecasting support
- Supporting development of work programmes and schedules through provision of data and analysis
- Providing ongoing data support, monitoring, and reporting to assist operational delivery and performance tracking
- Supporting audit, reporting, and organisational requirements through high-quality data management
- Working with other team functions to ensure data and insights support planning and operational alignment
- Supporting continuous improvement of asset systems, data quality, and processes

About your role

Grade: 13

Pathway: S6

Group/Division: Integrated
Catchment Management /
Catchment Technical & Design

Reports to: Team Leader
Operational Planning

Who you will be working with

Direct reports:

- Nil

Indirect reports:

- Nil

Key stakeholders

External:

- Community and special interest groups
- Tangata Whenua
- Ratepayers, landowners and public

Internal:

- ICM Group
- Other staff at Environment Southland

Delegations

In line with the Environment
Southland Delegations Manual

Your leadership profile – Individual Contributor

Your crucial challenge as an Individual Contributor is to find a way to add value while working effectively with others.

*To be an effective **Individual contributor**, aim to:*

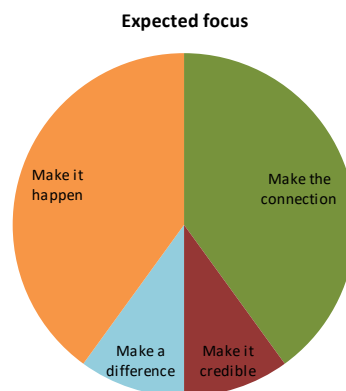
Make it Happen – Show initiative, take accountability and deliver high-quality work on time.

Make the Connection – Focus on meeting your customers' needs and work collaboratively as part of your team.

Make it Credible – Communicate clearly, show integrity, and focus on building your professional skills.

Make a Difference – Show curiosity, make thoughtful and evidence-based decisions, and aim to understand the wider context for your work.

While all elements of the Environment Southland Leadership Competency Framework are important, as an **Individual Contributor**, you will have a stronger focus on Make it Happen and Make the Connection.



Your accountabilities

Asset data management	• Maintain and update asset registers and databases, ensuring data is current, reliable and consistent across systems • Support data audits and implement data quality improvement initiatives • Maintain asset condition, performance, and maintenance records in line with organisational standards • Identify data gaps and work with relevant teams to improve data capture and integrity • Assist with asset insurance, revaluation, commissioning and disposal
Systems and tools	• Administer and support asset management systems (e.g. GIS dashboards & ArcGIS Pro) • Assist users with data entry, reporting, and effective use of systems • Support system upgrades, enhancements, and process improvements • Identify opportunities to improve system functionality, data usability, and efficiency • Support integration and alignment between asset systems and other organisational platforms
Analysis and reporting	• Provide analysis, procedural guidance and reporting to build and sustain asset management to support planning, budgeting and decision-making requirements. • Provide data inputs to support asset management plans, Long-Term Plan (LTP), and Annual Plan processes • Develop and maintain reports, dashboards, and visualisations for operational and strategic use in conjunction with the GIS team • Support performance monitoring through analysis of asset and programme data • Work closely with the <i>Asset Management Planner & Scheduler</i> to ensure planning and decision-making is informed by accurate data • Analyse and report on workflow processes and provide recommendations for improvements where required
Planning and programme support	• Support development of forward operational and capital work programmes and schedules through coordination and data analysis • Provide data to support coordination of operational work programmes • Assist in forecasting maintenance, renewals, and capital works requirements • Liaise with the <i>Regulatory Coordinator – Operational Delivery</i> to ensure work programmes are compliant with relevant legislative and regulatory requirements. • Supports the Team Leader with management of contracts & collaborates with the Procurement team to prepare and implement procurement plans.
Risk management	• Assist in identifying asset-related risks through data analysis and condition information • Support development and monitoring of risk mitigation actions • Support audit requirements through provision of reliable data and documentation
Continuous improvement	• Identify opportunities to improve asset data quality, processes, and systems • Support implementation of improved tools, technologies, and practices • Contribute to improving asset management maturity across the organisation • Promote consistent data standards and best practice approaches
Stakeholder relationships / customer service	• Build positive working relationships with internal teams and support their data and reporting needs • Provide clear and timely responses to queries and requests • Communicate technical information in a clear and practical way • Support Operations Delivery with programme coordination and procurement planning
Project and organisational support	• Participate in projects and initiatives as required, in line with Council project management practices • Support delivery of team and organisational objectives through effective data and system management • Consider financial implications in data analysis and reporting outputs
Other duties	• Any other duties as may be required from time to time.

Your health, safety and wellbeing

- Work safely and take responsibility for keeping self, colleagues, contractors and customers free from harm
- Report all incidents, near-misses, hazards and accidents promptly
- Communicate whereabouts when out of the office (e.g. use Where Am I, Get Home Safe)
- Activity risk assessments are completed as part of planning for all field-based activities prior to work being undertaken, with relevant parties
- Know what to do in the event of an emergency
- Participate in safety and wellbeing initiative and programmes as required
- Attend required health and safety training and induction sessions.

Working with Māori

Working at Environment Southland requires all of our staff to uphold the council's Te Tiriti o Waitangi responsibilities as part of their day-to-day role. This might be through the appropriate delivery of functions through various legislation where Te Tiriti o Waitangi or partnering with mana whenua is required or upholding the commitments that our elected councillors have made to Ngāi Tahu ki Murihiku through the Charter of Understanding. Many of our established workstreams and programmes are delivered in partnership with the four papatipu rūnanga of Ngāi Tahu which hold mana whenua in Murihiku Southland.

This will regularly require:

- Understanding and delivery on Te Tiriti o Waitangi obligations for Environment Southland that are identified for your role
- Ensuring partnership and engagement practices are planned for, and suitable to the relationship with Ngāi Tahu ki Murihiku
- Undertaking regular learning and development for the role to support competency in delivering on Te Tiriti o Waitangi responsibilities, as directed

Your civil defence and emergency response responsibilities

All staff of Environment Southland may be required to undertake Civil Defence or Biosecurity duties in the event of an emergency. Training will be given as appropriate.

- Fulfil allocated Civil Defence and emergency response roles, as assigned.
- Manage or assist with other emergency responses that are required.
- Participate in Civil Defence and emergency response initiatives and programmes as required.

Confidentiality, privacy and recordkeeping

All staff of Environment Southland are required to collect, retain, and maintain sensitive, confidential and personal information. Training will be given as appropriate to:

- Manage all information with care and respect in accordance with the Public Records Act 2005, Privacy Act 2020, Local Government Official Information and Meetings Act 1987 and all other relevant Local Government legislation.
- Retain information, regardless of format, e.g. records and data in official organisational systems.
- Ensure no sensitive, confidential, or personal information is inappropriately shared internally or externally without the appropriate approval.
- Report a privacy breach to the organisational Privacy Officer if a situation should occur.

Your experience, knowledge and qualifications

Knowledge/Experience

- Relevant qualification in engineering, asset management, planning, environmental science, or a related field; or equivalent practical experience
- Some experience (2–3 years) in asset management, infrastructure, planning, or a related environment is desirable
- Exposure to project coordination or supporting delivery of work programmes is advantageous
- Developing ability to manage tasks, prioritise work, and meet deadlines
- Ability to apply critical thinking and contribute to solving asset-related problems
- Familiarity with data management and use of asset management systems (or willingness to learn)
- Good level of accuracy and attention to detail in handling information and data
- Competent in Microsoft Excel or similar tools for data handling and reporting
- Full current driver's licence preferred

Attributes

- Committed to understanding and delivering on Te Tiriti o Waitangi matters on behalf of Environment Southland, specific to Murihiku context
- Interest to develop further capability, in te reo me ona tikanga Māori
- Strong attention to detail and commitment to producing accurate, high-quality work
- Analytical mindset with an interest in working with data and identifying insights
- Clear and effective communicator, able to share information in a practical and understandable way
- Team-oriented, with a willingness to support others and learn from experienced colleagues
- Proactive and motivated to learn, develop, and build capability in asset management
- Positive attitude toward continuous improvement and adapting to new systems and processes

Performance Review

We have a Professional Development Programme (PDP) that is the basis for performance assessment at all levels of the organisation. There is at least one formal meeting, annually, between the team member and their people leader, along with a six-month review and regular monthly catch-ups.

Acknowledgement

I _____ have received a copy of the job description and have read and understand the duties and responsibilities and key relationships described therein.

Signature _____

Date _____