

Position Description

Position Title:	Strategic Asset Planning Specialist
Reports To:	Manager – Strategy, Policy and Engagement
Responsible For:	N/A
Group and Team:	Executive Office – Strategy, Policy and Engagement
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide corporate-level strategic asset planning and investment advice that integrates inputs from across all asset groups, enabling consistent, prioritised, and financially sustainable long-term decision-making for Council.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Strategic Asset Planning and Integration

- Lead the development and continuous improvement of a consistent strategic asset planning approach across Council, ensuring asset management practices are aligned, fit-for-purpose, and support organisational outcomes.
- Provide strategic guidance to asset managers and planners across council's assets, ensuring lifecycle planning, service levels, and investment approaches are consistent, evidence-based, and aligned to Council priorities.
- Support Activity and Asset Planning Managers to integrate asset management practices across roading, water, waste, property, and property/facilities, resulting in cohesive, comparable, and prioritised asset strategies across the organisation.
- Ensure asset strategies incorporate risk, resilience, and climate and natural hazard considerations, supporting long-term sustainability and service continuity.
- Identify and implement improvements to asset planning processes, frameworks, and tools, resulting in increasing organisational maturity and capability over time.
- Promote best practice asset management approaches ensuring continuous improvement and alignment to industry standards.

Long Term Planning (LTP) and Investment Alignment

- Lead the integration of asset planning inputs into the Long Term Plan, ensuring asset investment programmes are aligned, affordable, and clearly linked to service levels and community outcomes.
- For growth and/ or level of service improvement capital projects, develop and test long-term investment scenarios, including needs analysis, initial capital and ongoing capital maintenance profiles and operational expenditure forecasts, enabling Council to make informed decisions on trade-offs between cost, risk, growth, and service levels and the Capital Programme functions to receive project information which facilitates efficient and effective programme delivery.
- Work closely with finance and strategy teams to ensure asset plans are aligned with funding strategies, financial forecasts, and Council priorities.
- Support Activity managers and Asset Planning managers to ensure asset proposals and renewal programmes are supported by robust analysis, clear assumptions, and credible data, resulting in high-confidence decision-making by senior leadership and elected members.

Asset Investment Advice and Decision Support

- Facilitate expert advice on asset performance and lifecycle planning from Asset Planning Managers to be considered alongside strategic infrastructure investment priorities enabling evidence-based and defensible investment decisions.
- Support Asset Planning Managers to analyse asset condition, performance, risk, and cost data and bring this data together into a coherent corporate picture to identify priority investment areas and optimisation opportunities.
- Identify and communicate risks, trade-offs, and long-term implications of asset decisions, supporting proactive and future-focused planning.
- Support development of renewal business cases and investment proposals that are well-structured, clearly justified, and aligned with strategic direction.
- Facilitate smooth handover of projects from needs analysis, scoping, decision making into technical design and delivery through development of clear consistent required information.

Data, Insights and Planning Frameworks

- Establish and maintain frameworks, standards, and expectations for asset data and planning inputs, ensuring consistency, quality, and comparability across all asset classes.
- Ensure asset data and forecasts are reliable and fit-for-purpose, enabling confident long-term planning and reporting.
- Improve the use of data, modelling, and forecasting to strengthen long-term asset planning capability and maturity.
- Coordinate internal reporting on delivery of Asset Management Improvement Plans.

Cross-Council Collaboration and Influence

- Build strong working relationships with activity managers, asset managers, planners, capital programme teams, finance and strategy teams to ensure integrated and aligned planning across the organisation.
- Work with activity managers to develop robust community needs analysis and ongoing operational forecasts.
- Work with the capital programme teams to identify the scoping information needed to enable efficient and effective delivery.
- Provide clear, concise advice and insights to senior leaders and elected members, enabling informed and transparent decision-making.
- Facilitate alignment across asset groups, resolving inconsistencies and competing priorities to support organisation-wide outcomes.
- Translate complex asset and financial information into clear narratives that support effective communication and consultation.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Bachelor Degree in engineering, asset management, planning, finance or a related discipline

Desirable:

Professional membership (e.g. Engineering New Zealand, IPWEA)

Asset management certification (e.g. CAMA or equivalent)

Knowledge, Skills and Experience

Essential

At least 7 years of experience in infrastructure or local government with strong exposure across asset management, long term planning and investment, working with more than one asset class
Strong strategic asset management capability, including lifecycle planning, service level optimisation, and investment prioritisation

Advanced analytical skills, with the ability to interpret complex data and develop clear, evidence-based recommendations

Sound understanding of long-term planning, including integration of asset, financial, and strategic planning processes

Excellent communication skills, with the ability to convey technical information clearly to non-technical audiences

Highly collaborative, with the ability to build relationships and influence across a diverse stakeholder group

Experience in strategic asset planning within local government or a comparable infrastructure-intensive environment

Proven experience contributing to Long Term Plans or similar long-range planning processes

Experience working with asset management frameworks and standards (e.g. NAMS, ISO 55000)

Demonstrated ability to work across organisational boundaries to deliver integrated planning outcomes

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.