

3 Waters Asset Management Team Leader

UNIT/TEAM	Infrastructure Services Group
REPORTS TO	Water & Waste Services Manager
ROLE PURPOSE	As a member of the Infrastructure Operation Group this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Unit's program of work.

HOROWHENUA 2040 VISION

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hāpori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

COUNCIL'S VISION

Working together to take Horowhenua from good to great.

COUNCIL'S MISSION

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

OUR VALUES

Greatness	We never settle until our good is better and our better is great!
Real unity	We make it happen, together!
Energy	We use our energy to perform and succeed!
Achievement	We deliver exceptional results!
Trust	We create trust by living with integrity!

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
Asset Management Strategic Planning	
Contribute to management of Infrastructure Services	Enable best practice asset management through interaction with and between the Horowhenua Alliance team members, the Development Engineers, Roading team members, and Parks and Property team members.
Strategic Council reports, plans and strategies.	<p>Support the preparation of Council's 3 Waters strategic planning documents – Long Term Plan, 30 Year Infrastructure Strategy, 3 Waters Activity Management Plan, Business Plans, Development Contributions Policy.</p> <ul style="list-style-type: none"> • Participate in the 3 yearly Long Term Plan consultation process. • Contribute to the Annual Plan and Annual Report processes. • Input to the 30-year Infrastructure Strategy. • Prepare professional reports and presentations to Council and/or Community Boards, as required.
Ensure effective delivery of Asset Management Programmes	<p>Prepare, review and implement current asset management policies and strategies.</p> <p>Provide advice and services to assist with the planning and delivery of asset programmes.</p> <p>Manage asset management programmes following formal guidelines such as NAMS, IPWEA International Infrastructure Management Manual (IIMM) and other New Zealand Standards.</p> <p>Provide accurate technical advice related to all 3 Waters asset management programmes.</p> <p>Contribute to identification of quality improvement programmes for the management of Council's assets.</p> <p>Work collaboratively between teams in all areas of asset management, and drive improvements as required.</p> <p>Apply principles of continuous improvement and innovation to all projects and relationships.</p>
Asset Management Planning	
Provide technical inputs that enable effective asset management planning across Council's infrastructure.	<p>Appropriate asset management solutions are developed and maintained within Council's asset management framework to meet overall Infrastructure Operations business and strategic plans.</p> <p>Ensure that water, wastewater and stormwater network are up to date that supports 3 Waters reticulation forward work programme.</p> <p>Identification of renewal and capital development programmes necessary through asset condition assessments and other prioritisation asset renewal principles.</p>

	<p>Ensure good asset management is achieved through asset management cycle and producing business cases for new assets creations and renewals.</p> <p>Drive optimisation principles into asset management business.</p> <p>Ensure physical works and professional service contracts reflect latest thinking on asset performance measures.</p> <p>Analysis of data requirements that is necessary to evaluate asset performance.</p> <p>Ensure asset performance measures are fit for purpose.</p> <p>Ensure that handover asset register templates for each asset type are kept up to date and well communicated to delivery team.</p>
Show positive team contribution by offering assistance to team members and placing priority on team goals.	<p>Delegated work is carried out willingly, to support team members.</p> <p>Adapt to changing job requests and accept new work practices to help achieve team goals.</p> <p>Work collaboratively within your team and between teams to achieve common goals</p> <p>Encourage and support your staff develop skills.</p> <p>Encourage and build good team culture that promotes good working environment for everyone.</p>
Activity Management Plans	
Ongoing 3 Waters Activity Management Plan review and update	<p>Update 3 Water Activity Management Plan on a 3-yearly cycle in accordance with IPWEA International Infrastructure Management Manual (IIMM) and Strategic Business Case Approach.</p> <p>Prepare and implement an Asset Management Improvement Plan on a continuous basis.</p> <p>Manage/ensure improvements identified in the Activity/Asset Management Plans are actioned and implemented by relevant people.</p>
Asset Management Valuations	
3 Waters Asset Revaluations	<p>Ensure that asset revaluation is up to date so that it becomes a visible part of asset management processes and capabilities across the business.</p> <p>Ensure asset revaluation processes are in place.</p> <p>Ensure on a monthly basis the re-conciliation between claims and general ledger to ensure additions and actual costs are identified and entered into AMIS.</p> <p>Perform yearly capitalisation of assets into AMIS.</p> <p>Support asset valuation audit process and asset data in AMIS to ensure it is comprehensive.</p> <p>Ensure that asset unit rates are kept up to date so that asset valuations current.</p> <p>Prepare asset revaluations as required by Finance.</p> <p>Respond to audit queries from Finance and Auditors</p>
Asset Management Systems	

3 Waters Asset Management Information System (AMIS).	<p>Ensure that all 3 Waters assets are captured.</p> <p>Ensure AMIS captures an assets' whole of life costing.</p> <p>Ensure that Asset Management Information practice standards are maintained and improved.</p> <p>Ensure AMIS is set-up for the Alliance monthly invoicing. Alliance monthly invoice is to be generated from the AMIS.</p>
Hydraulic Modelling	
Implement and maintain computer models of 3 Waters networks to ensure continuous improvements to the network models	<p>Ensure a programme of continuous improvement of the 3 waters network models are maintained.</p> <p>Ensure outcomes from modelling generate business information to support effective decision making.</p>
Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.	<p>Additional tasks, duties or responsibilities as directed by the Water & Waste Services Manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
Customer Focus	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p>
Organisational Support	<p>Participate in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported through the HDC health & safety programme PeopleSafe.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>

DELEGATIONS

Direct Reports	Yes
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Financial	Annual Operating budgets would apply as approved by the Chief Executive Officer. Financial delegation would apply as approved from Council from time to time. Will exercise formal delegations in relation to operational, staffing and budget as assigned by the Chief Executive Officer. Statutory delegation would apply as approved from Council from time to time	
Warrants Required:	Nil	
Legislative Function:	Legislation and/or Bylaw	Section and/or Bylaw

COMPETENCIES

A successful 3 Waters Asset Management Team Leader at HDC will demonstrate the following competencies:

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen**- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

EXPERIENCE/QUALIFICATIONS

Essential:

- Degree/Diploma in Civil engineering or Degree in Sciences.
- Over 10 years post qualification experience.
- Experience relating to asset management in 3 Waters infrastructure would be considered favourably.
- Ability to think laterally.
- High level of written (including report writing) and verbal communication skills.
- Willingness to undergo pre-employments checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license.

Job Specific Knowledge and Skills:

- Sound understanding of Infrastructure Asset Management, Activity/Asset Management Plans, Infrastructure Asset Registers and Infrastructure Asset Valuations.
- Sound understanding of infrastructure asset management (familiarity with the NAMS and IPWEA International Infrastructure Management Manual) would be advantageous).
- Knowledge of principles related to GIS systems.

- Experience in delivery of water, sewer and stormwater design and construction/rehabilitation programmes and building construction/rehabilitation programmes.
- Competency in the high level cost estimation of asset renewals for water, wastewater, stormwater systems.
- Ability to communicate verbally and in written form the technical concepts associated with effective management of council assets.
- Local Government Act
- Resource Management Act
- Sound knowledge of local government procedures, protocol and policies
- Ability to analyse and establish new policies and procedures
- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.

KEY RELATIONSHIPS

Internal:

- Group Manager Infrastructure Operations
- Horowhenua Alliance
- Infrastructure Services team members; Water & Waste, Roading, Parks & Properties
- Development Engineers
- GIS Analyst
- Information Technology Staff
- Wider HDC staff

External:

- The Horowhenua Community
- Local Iwi Groups
- Members of the general public
- Contractors and professional service providers
- Vendor representatives, e.g. Infor Global Solutions, InfoWorks ICM,
- Job specific user groups and forum members
- Auditor-General
- Modelling user groups and forum members
- Neighbouring Local Authorities

CIVIL DEFENCE DUTIES

All staff of Horowhenua District Council may be required to undertake Civil Defence duties in the event of an emergency, training will be given as appropriate.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.