

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

Position Title:	Asset Management Lead		
Group/Section Details:	Group: Asset Management	Section: Regional Assets	
Responsible to:	Manager Regional Assets		
Responsible for:	N/A		
Salary Range:*	\$84,680 (85%)	\$99,624 Mid-Point	\$114,568 (115%)
* <i>Note: Progress above the Mid-Point is based on sustained individual performance.</i>			

### Section Aims

The Asset Management Lead provides a centre of expertise in supporting the Asset Management function within the Regional Assets Team.

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Operations and Maintenance of Flood Control and Drainage Schemes (25 in total)
- Asset Management of Flood Control and Drainage Schemes
- Operations and Maintenance of Regional Park network
- Asset Management of Regional Park network
- Flood hazard qualification and management.
- Flood forecasting and flood management.
- Consenting advice and statutory advocacy.
- Ratepayer and general enquires – schemes and non-scheme areas.
- Coastal monitoring and management.
- Gravel resource management (strategy, monitoring and allocation).
- Relationship building with Maori (Treaty settlement agreements, co-management and hapū management plans).
- Engineering services consultancy to external organisations.

## **Role of Asset Management Lead**

The role of Asset Management Lead is to provide the day to day support of the Asset Management function within the Regional Assets Team. You will also have a leadership role in shaping the Asset Management Strategy for Regional Council. This roles primary purpose will to be to support the Manager Regional Assets in the development, implementation, operation and continual improvement of a fit for purpose asset management system aligned with ISO 55000. This role will also assist asset managers develop a comprehensive understanding of asset performance and condition trends, cost profiles and risk exposure through the structured review and analysis of asset information and data.

### **Asset Management Framework**

- Benchmark existing asset management framework.
- Develop and implement an improvement plan aligned with ISO55000.
- Provide a centre of expertise in the development of Activity Plans, Asset Management Plans and the Infrastructure Strategy.

### **Asset Management Information System**

- Review existing information system.
- Develop and implement an improvement plan to ensure all data is appropriately captured.
- Be proficient user of the Asset Management Information System and able to train other staff.

### **Asset Data Capture**

- Develop a consistent approach for the asset data capture.
- Ensure meta data meets required standards.
- Assist with the development of reports and undertake regular analysis of information to identify trends and highlight risk.

### **SCADA Strategy**

- Assist the Manager Regional Assets to develop a long term strategy for SCADA.

### **Resilience**

- Assist the Manager Regional Assets to develop a resilience pathway for Regional Council assets.

## **Role Expectations**

This role is a key influencer of best asset management practice across Engineering, Schemes and Open Spaces teams. The role requires:

- Comprehensive understanding of asset management framework.
- Ability to influence and drive change within a complex organisation.

## **POSITION TITLE: ASSET MANAGEMENT LEAD**

### **Activity and Asset Management**

- Provide a centre of expertise on the councils Asset Management Framework and Asset Management Information System.
- Be able to train staff in the use of systems and processes to support Asset Management.
- Provide a central project management function to bring together Activity Management Plans, Activity Management plans and Infrastructure Strategy
- Take a leadership role in the conversation and approach to resilient infrastructure in the context of Hawkes Bays natural hazards.

### **Team Leadership**

- Positively contribute to the ongoing development of a high performing and competent team.
- Positively contribute to the establishment of a strong stakeholder/customer and solutions focused culture.
- Positively contribute the ongoing pro- active support of health and safety strategies and policies.
- Actively contribute to team growth and development of a learning culture by collaborating openly with other team members in a robust and supportive environment.

### **Relationship Management**

- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders.
- Report on achievement of these relationship expectations.

## **Continuous Improvement**

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

## **Health and Safety**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.

## **POSITION TITLE: ASSET MANAGEMENT LEAD**

- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## **Emergency Management**

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## **Key Skills**

### **Knowledge**

- Appropriate tertiary engineering qualification
- Proven experience in Asset Management, Asset Management Frameworks and Asset Management Information Systems.

### **Personal Attributes**

- Integrity.
- Well organised and able to motivate others.

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- A 'can do' attitude and enjoys working as part of a team.

### Skills

- Good leadership skills to influence improvement and change
- Well-developed report writing and communication abilities.
- Ability to forge good relationships with a range of clients.
- Ability to be inclusive and involve others in decision-making.
- Proficiency in computer applications MS Office, and asset management information systems

## HBRC's Vision, Purpose and Values

**Our Vision:** A healthy environment, a vibrant community and a prosperous economy.

**Our Purpose:** We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better