

<b>Department:</b>	Water Services
<b>Group:</b>	Service Delivery
<b>Line Manager:</b>	Asset Management Team Leader
<b>Direct Reports:</b>	Asset Planning Engineer x2 Asset Coordinator
<b>Delegations:</b>	Please refer to Waipa District Council’s Delegations Register for the specific delegated authorities and financial delegations that are applicable to this role; the job holder is expected to maintain and present a Council warrant when conducting Council business in the Waipa District.
<b>Primary Location:</b>	Te Awamutu Office but mobile between Council Offices and around the District to fulfil the Key Responsibility Areas as required.
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To develop and implement strategies and asset management plans for Council’s strategic/long term infrastructure planning as it relates to water, wastewater and stormwater assets.</li> <li>• Develop asset management plans for the Three Waters.</li> <li>• Ensure accurate asset data is capture and reflected in AssetFinda to support a robust asset renewal and maintenance profile.</li> </ul>

### Strategic Framework

Our Vision as Waipā Home of Champions is to partner with the community in Building the Future Together. We do this by being:

## COMMUNITY OUTCOMES



**SOCIALLY  
RESILIENT**



**CULTURAL  
CHAMPIONS**



**ENVIRONMENTAL  
CHAMPIONS**

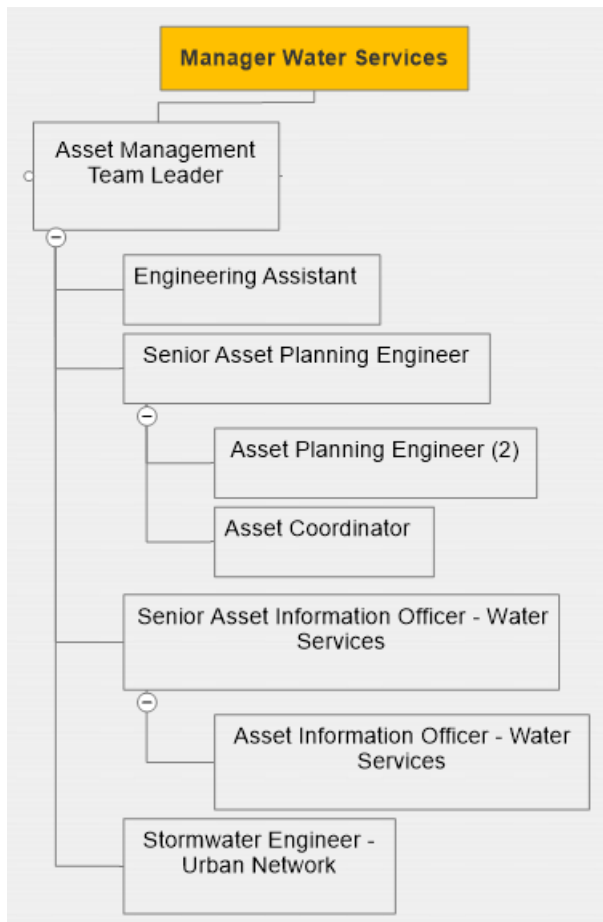


**ECONOMICALLY  
PROGRESSIVE**

Conducting ourselves on a day to day basis in accordance with our core Waipā Values which are:



## Where do you fit in at Waipa District Council?



## Your House of Waipa (HoW) Key Result Areas

KEY RESULT AREAS (KRAS) <i>(Expected Responsibilities &amp; Tasks to be fulfilled)</i>	KEY PERFORMANCE OUTCOMES <i>(Performance Measures)</i>
<b>STRATEGIC PLANNING AND DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>▪ Facilitate the provision of technical advice and input into the development of strategic planning framework (House of Waipa) through appropriate project prioritisation and implementation.</li> <li>▪ Provide technical advice on asset management practices, and asset management plans to inform infrastructure planning and strategies.</li> <li>▪ Provide technical advice on 3 water infrastructure to both internal and external customers as required.</li> <li>▪ Facilitate the utilisation of Asset Management Plans and other essential Plans.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Water(s) Strategies are widely consulted and understood incorporating input and resources from a variety of sources.</li> <li>▪ Water services team delivers on key targets for existing strategies, plans and policies.</li> <li>▪ Three Waters strategy objectives are reflected in key strategic infrastructure action plans and policies.</li> <li>▪ Asset management plans are accepted for inclusion in the business, and are actively used by the waters team.</li> </ul>

<b>KEY RESULT AREAS (KRAS)</b> <i>(Expected Responsibilities &amp; Tasks to be fulfilled)</i>	<b>KEY PERFORMANCE OUTCOMES</b> <i>(Performance Measures)</i>
<ul style="list-style-type: none"> <li>▪ Develop strategies for three waters infrastructure as necessary ensuring alignment with ‘Sub Regional Three Waters strategy’.</li> <li>▪ Provide reviews and input into the Regional Technical Specifications (RITS).</li> </ul>	<ul style="list-style-type: none"> <li>▪ AMP’s reflect the long term planning for infrastructure.</li> <li>▪ RITS is up-to-date ensure new infrastructure is installed/constructed per standard.</li> <li>▪ Relationships with key internal stakeholders are nurtured.</li> <li>▪ Collaboration and consultation with key stakeholders is relevant and achieves successful outcomes.</li> <li>▪ Key documents are incorporated in business processes.</li> </ul>
<b>PROJECT SCOPING AND MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>▪ Identify and coordinate the key projects for the Three Waters to a 30 year programme.</li> <li>▪ Ensure projects are well scoped, designed (if applicable) and handed over to Project Delivery unit or contracts team with appropriate parameters.</li> <li>▪ Work collaboratively across the waters services team and project delivery unit to achieve the delivery of projects, resolve complex water services issues and prevent the escalation of risk to the water services works programmes and projects.</li> <li>▪ Delegate project work and work programmes effectively to direct reports and contract team and Project Delivery Unit as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All projects are prioritised and completed in accordance with Waipa’s strategic framework.</li> <li>▪ Projects are sustainable and resource efficiencies are achieved.</li> <li>▪ High priority key projects are identified and delivered in line with organisational standards.</li> <li>▪ Accurate budgets for LTP and Annual Plans are submitted within required timeframes and are compliant with the Levels of Service agreements.</li> <li>▪ Large capital projects are transferred to the Project Delivery Unit with sufficient information to enable the project to be delivered on time and budget, and fulfil the strategic objectives.</li> <li>▪ Minor works and renewal work programmes are transferred to the Waters Contract team with sufficient information to enable the project to be delivered on time and budget.</li> <li>▪ Project work is delegated appropriately according to area of speciality and is done so in a timely manner.</li> <li>▪ Proactive communication prevents risks or concerns from unnecessarily being escalated.</li> <li>▪ Project plans incorporate and account for the inter-dependencies as necessary.</li> </ul>
<b>UTILITY ASSET MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>▪ Oversee the collecting, analysing and interpreting of asset information as it relates to the ‘Three Waters’.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asset Management Plans (AMPs) accurately reflect outputs from capital works and operational works</li> </ul>

<b>KEY RESULT AREAS (KRAS)</b> <i>(Expected Responsibilities &amp; Tasks to be fulfilled)</i>	<b>KEY PERFORMANCE OUTCOMES</b> <i>(Performance Measures)</i>
<ul style="list-style-type: none"> <li>▪ Inform long term projects, financials and strategies with considerations for district growth, upgrades, renewal/maintenance work and new works.</li> <li>▪ Three Waters models are reviewed and updated as required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Long Term Plan and infrastructure policy incorporates considerations that may impact on its future relevance and projects are prioritised accordingly to meet the future needs of the district.</li> <li>▪ Three-yearly updates of model are performed.</li> </ul>
<b>TECHNICAL ADVICE AND ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>▪ Provide technical advice and expertise to key stakeholders (internal and external) on water services infrastructure planning and asset management practices, relevant legislation and, Council policies and bylaws relating to water services.</li> <li>▪ Liaise with Asset Information Analyst, GIS, asset information officers and other key stakeholders to submit accurate and relevant data for AMP updates and reviews.</li> <li>▪ Prepare reports for Waters Services Team for Governance groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engineering advice and expertise is provided in a manner that meets the customer needs.</li> <li>▪ Accurate reports are prepared with the recipient in mind, and are completed within the agreed timeframes.</li> <li>▪ Advice and support provided to Council and the Service Delivery Committee is well received and respected.</li> <li>▪ Stakeholders express confidence in leadership and strategy.</li> </ul>
<b>TEAM PERFORMANCE AND LEADERSHIP</b>	
<p><b>Team Performance Management</b></p> <ul style="list-style-type: none"> <li>▪ Effectively lead and enable direct reports to deliver business unit and organisational performance objectives.</li> <li>▪ Maintain a high standard of support and proactively assess team resources and/or reallocate workloads as necessary.</li> </ul> <p><b>Team Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Provide appropriate development, induction and internal training opportunities to direct reports.</li> </ul> <p><b>Employee Engagement &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Create a team environment that fosters and develops effective working relationships and high performance based on Council Values.</li> <li>▪ Creates opportunities for direct reporting staff to be consulted on and included in decision making that may impact upon team performance outputs.</li> <li>▪ Ensure all team members use their leave entitlements reasonably and promote a positive work-life balance.</li> </ul>	<p><b>Team Performance Management</b></p> <ul style="list-style-type: none"> <li>▪ Team members have an awareness of key team and organisational performance achievements and goals.</li> <li>▪ Recognising and addressing of poor/good performance is clearly evident.</li> <li>▪ Enables the Team/Department to fulfil KRAs through proactive resourcing and redeployment.</li> </ul> <p><b>Team Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Direct reporting staff are enabled to deliver on performance outcomes and development expectations.</li> <li>▪ New starters and promoted or seconded team members are adequately supported and have a clear induction program developed with the assistance of the wider team.</li> </ul> <p><b>Employee Engagement &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Staff satisfaction received for the department via the Staff Engagement Survey shows a positive trend.</li> <li>▪ Alignment to culture is clearly evident through the use of techniques and</li> </ul>

<b>KEY RESULT AREAS (KRAS)</b> <i>(Expected Responsibilities &amp; Tasks to be fulfilled)</i>	<b>KEY PERFORMANCE OUTCOMES</b> <i>(Performance Measures)</i>
<ul style="list-style-type: none"> <li>▪ Seek support and advice (i.e. from HR and/or senior management) as required, to ensure staff issues are resolved quickly, appropriately and effectively.</li> </ul>	<p>mechanisms such as team building and regular team and/or individual catch-ups.</p> <ul style="list-style-type: none"> <li>▪ All direct reporting staff are inspired, supported and energised to achieve results and are committed to contributing to the Team's and Council's success.</li> <li>▪ All human resources and staff management policies, procedures and timeframes are met (e.g. EEO, leave, disciplinary, and recruitment etc.).</li> </ul>
<b>HEALTH &amp; SAFETY (H&amp;S)</b>	
<ul style="list-style-type: none"> <li>▪ Demonstrates compliance with Health and Safety requirements and promotes an awareness of relevant responsibilities as outlined in Council's H&amp;S Management Programme and under the Health &amp; Safety at Work Act 2015, and its Regulations, Amendments and any relevant Codes of Practice.</li> <li>▪ Adequate resources (e.g. PPE, financial, training and staff) are incorporated into business planning.</li> <li>▪ Undertake regular reporting of H&amp;S activities in business unit.</li> <li>▪ Assist H&amp;S Advisor to implement rehabilitation and return to work procedures for staff.</li> <li>▪ Actively promotes and supports health, safety, and wellbeing initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Immediate action is taken when a breach in H&amp;S procedures or practices becomes known, or when there are inadequate resources available (e.g. PPE).</li> <li>▪ Any breaches identified during an audit are rectified/minimised within an appropriate timeframe and in consultation with key stakeholders.</li> <li>▪ All accidents/incidents/near misses are reported in TRAX as soon as possible following the incident.</li> <li>▪ H&amp;S performance objectives are established and fulfilled by submitting monthly reports to H&amp;S Advisor.</li> <li>▪ Staff are provided with and adhere to a constructive and meaningful rehabilitation and return to work programme.</li> <li>▪ There is regular team representation at H&amp;S Committee Meetings.</li> </ul>
<b>CIVIL DEFENCE &amp; BUSINESS CONTINUITY MANAGEMENT</b>	
<ul style="list-style-type: none"> <li>▪ Actively contributes to Business Continuity Management (BCM) and Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribution into BCM plans is provided and plans are implemented as required.</li> <li>▪ Participation in CDEM readiness, response and/or recovery and training completed as required.</li> </ul>
<b>PROFESSIONAL ACCOUNTABILITY AND DEVELOPMENT</b>	
<p><b>HoW Values</b></p> <ul style="list-style-type: none"> <li>▪ Actively supports and models the required HoW Values and required behaviours of the role (internally and externally).</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Takes personal responsibility for discussing own performance and</li> </ul>	<p><b>HoW Values</b></p> <ul style="list-style-type: none"> <li>▪ Champions the Waipa Values in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.</li> <li>▪ Participates in a community service activity annually.</li> </ul>

<b>KEY RESULT AREAS (KRAS)</b> <i>(Expected Responsibilities &amp; Tasks to be fulfilled)</i>	<b>KEY PERFORMANCE OUTCOMES</b> <i>(Performance Measures)</i>
<p>professional development with direct manager.</p> <ul style="list-style-type: none"> <li>▪ Demonstrates commitment to up-skilling and further developing specialist knowledge and best practice initiatives.</li> </ul> <p><b>Opportunities for Improvement</b></p> <ul style="list-style-type: none"> <li>▪ Uses Council’s business improvement tools to identify opportunities for improvement and as necessary works across the organisation to implement the necessary changes.</li> </ul>	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Takes an active role in own PDR and raises any concerns in a constructive manner that does not undermine good faith.</li> <li>▪ Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council.</li> </ul> <p><b>Opportunities for Improvement</b></p> <ul style="list-style-type: none"> <li>▪ Contributes to and/or champions a business improvement initiative through to completion.</li> </ul>
<b>ADDITIONAL DUTIES</b>	
<ul style="list-style-type: none"> <li>▪ Fulfils all other assigned responsibilities and/or project work in a professional and timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive feedback is received by manager reflecting the achievement of positive results and ability to go the extra mile when fulfilling additional responsibilities or completing project work as assigned by manager.</li> </ul>

## Job Description Internal Approval

Approved By:

ASSET MANAGEMENT TEAM LEADER

Date Approved:

From time to time the Senior Asset Planning Engineer Job Description will be reviewed and altered in consultation with the current Job Holder(s). Such reviews will generally occur in response to changes in statutory requirements, internal changes (i.e. processes, technology etc) and prior to a job validation exercise. All of these changes must have the prior approval of the Manager Human Resources, during and following consultation.

If, following consultation with the current Job Holder(s), it is proposed that the Key Result Areas (KRAs) of the role will change significantly and/or the position title may change, prior approval will be sought from the Chief Executive, relevant Group Manager and Manager Human Resources.

### Job Holder Acknowledgement

I, acknowledge that the Key Result Areas (KRAs) and Key Performance Outcomes outlined above are what is expected of me and will be used to measure my performance while I am employed with Waipa District Council as Senior Asset Planning Engineer.

I also acknowledge that, by providing my signature below, I will raise any concerns about the above expectations in an appropriate and constructive manner with my direct manager and will actively contribute and participate in a consultation process should this job description be reviewed whilst I am the job holder.

Signed: .....

Job Holder Full Name:

Date:

## Person Specification – Senior Asset Planning Engineer

PROFESSIONAL/TECHNICAL QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> <li>Degree in Civil or Environmental Engineering (or equivalent level of learning through experience).</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate university civil engineering qualification.</li> <li>CPENG accreditation</li> <li>IPENZ membership</li> </ul>

RELEVANT WORK EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> <li>At least 5 years of civil/structural and/or Three Waters engineering, inclusive of experience in public asset engineering projects.</li> <li>Asset management experience.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in a similar local government organisation.</li> <li>Project management experience.</li> </ul>

The following demonstrates the expectations of an effective and competent job holder (i.e. the employee's ability to achieve an overall PDR rating of 'Performing' or more). This does not necessarily represent the current job holder's competencies, skills and attributes. Areas of particular strength and those that require further development are discussed between the direct manager and job holder when first appointed and as part of Council's Performance Development Review (PDR) process.

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES	
Essential	Desirable
<p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>Knowledge of NZ general standards and regulations.</li> <li>Excellent ability using MS Excel and Outlook.</li> <li>Good working knowledge of MS Office applications and Internet Explorer.</li> <li>Sound understanding of and ability to apply contract law.</li> <li>Understands and applies health and safety practices.</li> <li>Practical understanding and application of engineering design principles.</li> <li>Technical knowledge of civil/structural engineering design, including hydraulics, hydrology, treatment plant operations, structural, pipe design.</li> <li>Ability to prepare, analyse and interpret financial information.</li> <li>Ability to analyse and interpret data and financial reports, and the ability to use these to inform decision making.</li> </ul>	<p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>Understanding of employment legislation and staff management practices.</li> <li>Knowledge of the Local Government sector and municipal engineering.</li> <li>Knowledge of the International Standard for asset Management.</li> <li>Able to develop long term infrastructure strategies and plans.</li> <li>Excellent skill level using MS Office applications (excluding MS Excel).</li> <li>Ability to use financial reporting and programming software skills.</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>Effectively negotiate project deadlines with key stakeholders.</li> <li>Good group presentation skills.</li> <li>Ability to relay technical information to non-technical stakeholders effectively.</li> <li>Effectively resolves conflict.</li> </ul> <p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>Imparts and transfers technical knowledge to enhance the development of others.</li> </ul>



**JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES**

**Essential**

**Desirable**

**Communication Skills**

- Effectively gives and solicits feedback to ensure understanding.
- Persuasively communicates point-of-view to others and negotiates effectively.
- Contributes to an operate exchange of ideas in meetings/discussions in a constructive manner.
- Written and verbal reports to supervisors/management are clear, concise and well received.

**Leadership Skills**

- Motivates and inspires people towards positive change.
- Explores possibilities and alternatives in collaboration with stakeholders.
- Takes action through effective and pragmatic decision making.
- Obtains willing cooperation/commitment from others.

**People Skills**

- Ability to guide and influence people to take action and follow correct procedures.
- Develops productive relationships and maintains an atmosphere of trust.
- Effectively resolves conflict and communicates disagreement without being disagreeable, offending, or building resentment.
- Effective and participatory team player.
- Establishes rapport quickly with stakeholders.
- Handles complex/contentious issues with balance and fairness, and considers the long term impacts.
- Takes the initiative to build/strengthen relationships with others.

**Personal Accountability and Self-Management**

- Maintains and upholds standards in an ethical and consistent manner.
- Maintains positive focus even under pressure or resolving conflict.
- Minute attention to detail, particularly with regard to written documents and measurement devices.
- Takes appropriate and reasonable steps to solve problems or improve the status quo
- Projects a poised and confident demeanour

- Enhances team through effective delegation of tasks and decision making.
- Actively identifies career development opportunities for others.

**People Skills**

- Identifies and builds strategic relationships with project consultants.
- Takes the initiative to actively maintain relationships with key stakeholders.
- Handles complex/contentious issues with balance and fairness, and considers the long term impacts.

**Personal Accountability and Self-Management**

- Seeks and demonstrates ownership of issues and solutions.
- Able to work collaboratively to engage diverse interest groups whilst driving progress.
- Assumes a leadership role rather waiting for others to lead.
- Drives business results by aligning with vision, mission and values to enhance business value
- Understands the political nature of the organisation, and the development and implementation of policy.
- Projects an image of maturity and integrity that creates credibility
- Thinks broadly and conceptually, considering strategies and possibilities to drive the organisation forward.
- Embody the values of the organisation in every strategy and action.

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Assumes a leadership role rather than waiting for others to lead.</li> <li>▪ Self-starter that sets and achieves own goals.</li> <li>▪ Demonstrates positive body language and tone of voice</li> <li>▪ Displays a willing flexibility, adapts well to organizational change</li> <li>▪ Ability to prioritise workloads through proactive planning and work to timeframes and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)</li> </ul> <p><b>Physical Capability</b></p> <ul style="list-style-type: none"> <li>▪ Can work at computers for long periods of time</li> </ul>	