

Buller District Council

Operations Manager - Infrastructure

Candidate Briefing Information

February 2025



The Role

Operations Manager - Infrastructure

- Lead the operations team
- Deliver key infrastructure initiatives
- Contribute to the region's public work plan and programme
- Buller - a great place to live, work and enjoy

About The Council:

The Buller District Council is the territorial authority in the north of the West Coast. The Council's vision for the district is to become a thriving community where families can enjoy a healthy, safe and prosperous life while also treasuring the distinctive natural, historical and cultural environment that is unique to the region.

Community driven and future focused, the Council actively cares about its people and place.

About the role:

Reporting to the Group Manager Infrastructure Services, the role supports the Council's wider planning, maintenance, and operation of the region's infrastructure and public works by delivering key initiatives relating to transport, roading, three waters, waste management, and property operations as outlined in the Council's Long-Term Plan and Annual Plan.

The Operations Manager – Infrastructure has seven direct reports.

The Ideal Person:

As the ideal candidate you will be an experienced engineer used to leading operational teams delivering a range of infrastructure projects on time and on budget. An effective negotiator, you will oversee and manage all procurement and contracts with a rigorous attention to industry standards and regulations.

Outcomes focused you will be able to translate annual plans into clear, actionable processes and schedules, providing effective leadership to your operational teams. A champion of safety and environmental compliance you will also ensure robust risk management practices are adopted to achieve the Council's zero harm policy.

You will be used to overseeing and delivering high profile and complex work programmes and will easily establish positive professional relationships with internal and external stakeholders including service providers and contractors.

In addition, you will have:

- CPENG or equivalent.
- Knowledge of engineering, construction, maintenance and operation of Council utilities and services.
- Proven experience in risk assessment, design development, scheduling, cost estimating, technical specifications and H&S systems.
- Demonstrated procurement experience in the tendering and administration of consultant engagements and large construction contracts in accordance with NZS3910.
- Knowledge of NZTA planning and investment strategies and ONRC efficiency programs, activity classes, FAR, TIO and RAMM database requirements.
- Knowledge of drinking water supplies, DWSNZ compliance and DHB/MoH public health standards and legislation.
- Knowledge of urban stormwater and sewer infrastructure.
- Knowledge of solid waste management/minimisation practices and municipal waste treatment and disposal facilities.
- Experience with contestable government funding sources and a knowledge of local government policies and procedures.



About Buller District Council

The Buller District Council is the territorial authority in the north of the West Coast. Council's goal is to promote the well-being of its local communities. It has a wide range of responsibilities under the Local Government Act.

The Council consists of 11 elected members, the Mayor and 10 Councillors and an Iwi Representative from Ngāti Waewae. Council's role is to provide local leadership and facilitate the delivery of services and activities that promote community well-being throughout the Buller District.

Council provides leadership relating to issues that affect the community, through the management of the environment and promotion of the District's needs and aspirations. It ensures that the district's infrastructural assets and associated resources are utilised and managed in a responsible way for the benefit of residents and ratepayers both today and in the future.

Our Vision, Our Future

Council's Vision is for the Buller District Council to grow, and for the district to become a thriving community where families enjoy a great quality of life and the distinctive natural, cultural and historical environments are treasured.

Council's Mission is to serve the residents of the Buller district, conscious of their needs, by providing facilities and services and creating an appropriate environment for progress and development; while preserving the distinctive natural environment, as well as the cultural and historical environments.

Core Staff Values

- Community Driven - We are committed to making a difference in the community we call home.
- One Team - Shared direction, shared effort.
- Future Focussed - We seek solutions that are fit for the future.
- Integrity - Open and honest in decisions and action.
- We Care - About people and place.

OUR COMMUNITY OUTCOMES

as defined in Enhanced Annual Plan 2024/2025

SOCIAL	<ul style="list-style-type: none"> • Provide essential services to residents and businesses to support a healthy environment. • Ensure environmental health standards are met, so food offered for sale is prepared appropriately and safe for consumption. • Provide and develop safe public places. • Emergency management is a key function in ensuring that injury to people and damage to property is minimised in the event of natural disasters. • Council is ready to respond in an emergency and empowers residents to be better prepared physically and psychologically for a Civil Defence event.
AFFORDABILITY	<ul style="list-style-type: none"> • By applying bylaws and other legal mechanisms to ensure facilities and services are fit for purpose. • Ensure quality assurance requirements for building consent authorities are met.
PROSPERITY	<ul style="list-style-type: none"> • Make information easily available about Council, its functions, and services. • Recognise and support education excellence and opportunity in the district. • Provide essential services to residents and businesses to support a healthy environment. • Develop policies and implement practices that enhance our environmental sustainability and natural diversity. • Ensure appropriate management and promotion of the district's natural and physical resources.
ENVIRONMENT	<ul style="list-style-type: none"> • By providing essential services to residents and businesses to support a healthy environment. • Develop policies and implement practices that enhance our environmental sustainability and natural diversity. • Ensure appropriate management and promotion of the district's natural and physical resources.

Council wants to make sure its region grows and develops in a way that keeps its values safe for future generations. **Click [here](#) to view the Buller District Council 30 year infrastructure strategy.**

Leadership:

Buller District Council is led by Mayor Jamie Cleine, who has been in office since 2019. The Deputy Mayor is Andrew Basher. The Council's operations are managed by a senior leadership team headed by Chief Executive Officer Simon Pickford.

In November 2024, [Anthony Blom](#) was appointed Group Manager of Infrastructure Services. He brings over 25 years of experience in infrastructure development, operations, and maintenance across sectors such as waste, water, transport, and property. Prior to joining the Buller District Council, Anthony held significant positions at North Shore City Council and Auckland Transport. His extensive background includes managing Auckland's waste facilities and working with companies like Envirowaste, providing him with a deep understanding of the challenges facing the Buller District. He is known for his proactive approach to community engagement and problem-solving, often tackling complex issues referred to as "wicked problems."

Further reading:

Click [here](#) to view the Buller District Council 2021-2031 Long Term Plan.

Click [here](#) to view the Buller District Council 30 Year Infrastructure Strategy

Click [here](#) to view the Buller District Council Key projects

Click [here](#) to view the Buller District Council 2024/25 Annual Plan.



Living and working on the West Coast

Imagine a life where you can escape the concrete jungle and have time to spend with your family doing what you love. The West Coast provides the perfect work-life balance, with vibrant communities and an untamed natural wilderness on your doorstep.

With an enviable climate, laid-back lifestyle, and friendly community environment, the Buller district is a great place to live, work, and enjoy.

Buller has so much to offer. You will be surrounded by national parks, beautiful beaches, and an abundance of outdoor activities. The added bonus of never worrying about traffic or parking, leaves plenty of opportunity to get out and explore, creating exceptional work-life balance.

We are a small Council that is big on people. We work hard to have the right people working with us, and are committed to building their capabilities.

If you want to explore what there is to do in Buller before heading to our piece of paradise use the below pages to get inspired

- [West Coast Tourism](#)
- [Things to see and do in Westport](#)
- [Walks in Westport and Buller](#) (www.doc.govt.nz)
- [Mountain biking around Westport](#)



Position Description: Operations Manager – Infrastructure

The position reports to: Group Manager – Infrastructure Services

Hours of work: Full Time

Position purpose: To lead and influence the safe, efficient performance and strategic direction of the Infrastructure Operations function covering all opex and minor capex

The Key areas of responsibility include:

KPI 1	Delivery of Transportation, Three Waters, Solid Waste and Property operations
KPI2	Minor Capital and renewal work
KPI 3	Operational Contract Management

Deliverables:

Safety	Commitment to safety and environment – zero harm is Council’s number one priority
Infrastructure Operations	Lead the Infrastructure Operations portfolios supporting Council’s Annual Plan
Asset Management	Support the tactical asset management and infrastructure strategic framework activities led by Infrastructure Planning
Value for Money	Achieve value-for-money objectives in terms of scope, schedule, budget, quality, risk, and customer service on behalf of stakeholders
Emergency Response	Perform assigned emergency response duties as required by Civil Defence Controller, Group Manager or Chief Executive

Requirements for all staff	<ul style="list-style-type: none"> • Buller District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks, and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.
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Emergency Management Requirements for all Council Staff

- Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be considered.

Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe.
- Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
Chief Executive Group Manager Infrastructure Services Infrastructure Operations Staff Other Council Staff Elected Members	Ministry of Transport, NZTA Taumata Arowai Relevant Government Departments Audit NZ, Civil Defence & Emergency Management, Other Councils, CCOs Consultants Contractors Customers Engineering NZ Tangata Whenua & Iwi.	Community Groups Council and Local Boards



Skills and Experience (JD Specific)

Essential

- Demonstrated knowledge of engineering, construction, maintenance and operation of Council utilities and services
- Demonstrated competencies in risk assessment, design development, scheduling, cost estimating, technical specifications, and H&S systems
- Demonstrated procurement experience in the tendering and administration of consultant engagements and large construction contracts in accordance with NZS3910
- Proven ability to manage work programs which are high-profile, complex, or political in nature
- Demonstrated experience in a similar role and responsibilities
- Demonstrated knowledge of drinking water supplies, DWSNZ compliance and DHB/MoH Demonstrated knowledge of drinking water supplies, DWSNZ compliance and DHB/MoH public health standards and legislation
- Demonstrated knowledge of urban stormwater and sewer infrastructure
- Demonstrated knowledge of solid waste management/minimisation practices and municipal waste treatment and disposal facilities

Desirable

- CPENG or equivalent
- Demonstrated knowledge of and competencies in Engineering design from concept through to approvals relating to Council services and utilities.
- Demonstrated experience with contestable government funding sources
- Demonstrated knowledge of local government policies and procedures
- Demonstrated knowledge of NZTA planning and investment strategies and ONRC efficiency programs, activity classes, FAR, TIO and RAMM database requirements
- Demonstrated knowledge of drinking water supplies, DWSNZ compliance and DHB/MoH Demonstrated knowledge of drinking water supplies, DWSNZ compliance and DHB/MoH public health standards and legislation

Education, Qualification, Memberships

Essential

- Tertiary qualifications in Engineering, Construction Management, or related technical discipline
- Membership of appropriate entity (e.g. Engineering NZ)

Desirable

- CPENG or equivalent

Sheffield Contacts



Andrea Bankier - Senior Consultant



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Andrea assists clients to create productive and sustainable work environments and deliver strategies that achieve organisational, business and individual outcomes. As an experienced organisational development consultant and human resource project manager, Andrea's learning and development expertise has allowed her to work with multidisciplinary teams, to build workforce capability across a range of sectors.



Jane Cotter - Project Coordinator



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Email jane.cotter@sheffield.co.nz

Jane has an extensive recruitment background, having worked the majority of her career in the sector, in both consultant and coordinator roles in UK, Middle East, Australia and New Zealand markets. She has worked with government and private companies across many disciplines including engineering, education and health. Her focus is always to make the appointment process for candidates and clients smooth and enjoyable.



Emma Gifford - Search Consultant

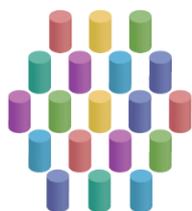


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Emma has a strong analytical and research background, with over 20 years' experience in professional services and consultancy firms. She combines an interest in what makes businesses work well with a genuine interest in candidate care and enjoys working in an environment with a strong team focus that delivers quality outcomes for our clients.

Our Process



Search and Advertising

During this period a Sheffield consultant may contact you to discuss your application, explore your motivation for applying and assess your suitability and fit with the key competencies of the role. All applications received will be acknowledged via email.



Candidate Review

Sheffield will provide a formal report of all applications received with summarised candidates' information from CVs and cover letters, to the client for their consideration. All candidates will be advised of the status of their application within a week of the advertised closing date.



Consultant/Longlist Interviews

The lead consultant will interview those candidates selected for progression either face to face or via video meeting depending on location. The format will be a behavioural-based interview where you will be asked to provide examples from your career in relation to key competencies of the role. This will also be a chance to discuss motivations for applying and general career background, as well as to answer any queries you may have about the role.



Recommendations for Shortlist

From the initial longlist interviews, Sheffield make recommendations for shortlist to the client. We also provide a formal report to our client including summary points from your longlist interview. Those candidates not selected for further progression will also be advised at this stage.



Client/Shortlist Interviews

If you are progressing to the shortlist/client interview stage, you will be contacted and arrangements will be made for a suitable time for interview. We ask for your flexibility to make this work as easily for the client as possible.



Due Diligence and Decision

If you are the successful candidate this will involve reference checking and probity of education, employment and police records as well as online searches. Sheffield will support you with any due diligence required on your part. Unsuccessful candidates will also be informed at this stage and feedback will be provided.

How to Apply

Candidates can apply, in strict confidence, online at www.sheffield.co.nz.

To apply by email, please attach your cover letter and CV and send to cvhc@sheffield.co.nz quoting 8939aa.

Applications close on 18 March 2025. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Andrea Bankier on +64 27 447 8102.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: [Candidate Handbook](#)

Working with Sheffield

You can expect that Sheffield will:

Act with utmost integrity, honesty & with complete confidentiality

Treat you with respect & comply with all relevant laws & policies

Maintain a high level of communication throughout a recruitment process

Demonstrate the highest levels of individual skills & knowledge

In return, we would like to expect that you will:

Be up front and completely honest with us

Prepare thoroughly for all interviews

Treat your consultant as the potential employer with the same courtesy and respect they show you

Work closely with your consultant

The information contained in this document is a reflection of the essential elements of the position and company history as represented to Sheffield by Buller District Council and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.

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sourcing, selecting and
shaping leaders for
over 60 years

sheffield 
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