

<b>Location</b>	Thames-Coromandel district	
<b>Reports to</b>	Group Manager Infrastructure	
<b>Group</b>	Infrastructure	
<b>Direct Reports</b>	3-4	
<b>Financial Authority</b>	\$50,000	
<b>Functional Relationships</b>	<i>Internal</i> Group Manager Infrastructure, Asset Planning team, Infrastructure staff, Strategy and Policy team, relevant committees of Council and elected members, senior managers, Finance team, IT team.	<i>External</i> Consultants, developers, Regional Council, Ministry for the Environment, Government agencies, National Infrastructure Commission, NZTA, members of local iwi, community groups, software providers

### Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best we can**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

## How you fit

The **Asset Planning Manager** provides short and long-term strategic direction for the investigation, planning and development of Council's infrastructure assets (e.g., Roading, Three Waters, Solid Waste, Costal Assets, Parks, council owned buildings and other infrastructure etc.).

The Asset Planning Manager will be required to develop and maintain up to date Asset Management Plans for all Infrastructure and Council's building portfolios and transfer this information into Council's Annual and Long-term Plans.

The role takes a lead in long-term project planning, scoping & development of capital work project requests arising out of Asset Management Planning across the district and feeding this information into Council's Annual and Long-Term Plans. This work involves liaising with Council's Asset Owners, Strategy and Policy Team, Finance team, IT team and other relevant stakeholders.

A key function of the Asset Planning Manager is to ensure new infrastructure as-built data is captured and placed into Council's GIS and Finance Systems in an accurate and timely manner.

The Asset Planning Manager will be accountable for the accurate and timely delivery of asset capitalisation reports (component reports) by the Asset Planning Team.

## Your responsibilities

Accountable for	Successful when
<b>Asset Management</b>	<p>Provision of sound technical advice in a timely and professional manner, as it applies to Council's Asset Management Planning activities.</p> <p>A lead is taken for the investigation, development and review of the Asset Management Plans for all Council-owned assets.</p> <p>Asset performance is monitored, and appropriate strategies determined to minimise life cycle costs.</p> <p>Quality and timely advice is provided to Asset Owners and other council staff responsible for the assets.</p> <p>Council's asset database is effective, up to date and fit for purpose.</p> <p>Annual asset valuations ensure Annual Report requirements are met.</p> <p>New infrastructure as-built data is captured and placed into Council's GIS and Finance Systems in an accurate and timely manner by the Asset Planning Team.</p> <p>Accurate and timely delivery of asset capitalisation reports (component reports) by the Asset Planning Team.</p> <p>Work output is managed with allocated budgets.</p>

## Your responsibilities

Accountable for	Successful when
<b>Strategic Planning</b>	<p>Council's Asset Management Strategy and Policy documents developed and maintained, through regular monitoring and reviews.</p> <p>Long Term Planning - Infrastructure and other council capital projects planning, and project request documents completed to a high quality and on time.</p> <p>Capital projects are incorporated into Annual and Long-Term Planning (LTP) processes and support is provided to undertake Annual Plan and LTP consultation.</p> <p>Advice and support are provided for the development of other asset related strategies and policies.</p> <p>Council's annual and long-term planning requirements for asset-based information are met.</p> <p>Advice is given to Council on the implications of new and changing legislation, strategies and policies relevant to the role.</p>
<b>Leadership</b>	<p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team</p> <p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p>
<b>Financial Management</b>	<p>Prepare business cases and budgets for the Long Term and Annual Plan</p> <p>Budgets and financial information are clearly understood, documented, managed and monitored to meet agreed requirements.</p> <p>Contractor payments are reviewed, approved under the correct delegations and processed to meet agreed timeframes.</p> <p>Purchase orders, monthly accruals and invoices are processed in accordance with Council guidelines.</p> <p>Contract variations and claims are managed within agreed timeframes.</p> <p>Deliver contracts and projects within approved budgets.</p>

## Your responsibilities

Accountable for	Successful when
<b>Relationship Management</b>	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
<b>Organisational Support</b>	<p>Team Meetings are regularly attended ensuring knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
<b>Health, Safety &amp; Wellbeing</b>	<p>All reasonably practicable steps are taken 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>All reasonably practicable steps are taken to ensure your staff safety, and to ensure that they do not cause harm to any other person by their actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p>
<b>Te Tiriti o Waitangi</b>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

## About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Asset Planning Manager* will need the following to succeed:

<b>Education / Training</b>	A tertiary qualification in Engineering, Science or similar
<b>Experience</b>	<p>Minimum 3 plus years' experience in short and long-term Infrastructure Planning / Asset Management plus</p> <p>Asset Management Maturity studies and Asset Management Improvement planning and implementation experience across work teams.</p> <p>Infrastructure planning budget preparation and budget management experience</p> <p>Project Management experience</p> <p>Lifecycle costing and funding for infrastructure projects.</p> <p>Experience in leadership to model the way of working and enable others to act effectively</p> <p>Exceptional relationship building and communication skills are essential for the success in this role.</p> <p>Current, full drivers licence.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p> <p>Scoping of work and hiring and management of consultants and contractors</p>
<b>Knowledge, skills and attributes</b>	<p>Possess a collaborative, professional and consultative approach to carrying out work.</p> <p>Well-developed communication skills, both written and oral.</p> <p>Excellence in customer services and stakeholder engagement.</p> <p>Knowledge of legislation – Local Government Act, Resource Management Act, Public Works Act, etc</p> <p>Knowledge of Civil Engineering standards and codes of practice, design and management</p> <p>Ability to contribute to strategic discussion, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p>

	<p>Political acumen to exhibit confidence and professional diplomacy while effectively relating to people at all levels, including the elected members.</p> <p>Knowledge of asset management and contract and project management</p> <p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability</p>
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I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date