

Position title	Asset Management Advisor		
Reporting to	Asset Management Team Leader		
Group	Infrastructure		
Direct reports	-	Total reports	-
Financial authority	-	PNCC band	16
Date last updated	October 2025		



Our Values

PONO

Tuia te manawa tapatahi.
Manaakitia te hau o roto, te hau o waho

We choose to be real and be positive.
We act with integrity and fairness. We are mana enhancing and we care.

WHANAUNGATANGA

Tuia te manawa whakawhanaunga.
Manaakitia te hau pāhekoheko, te hau o rau ringa

We cooperate and collaborate because we are stronger together. We treat each other with respect, valuing diverse contributions.

KIA MĀIA

Tuia te manawa mārohirohi.
Manaakitia te hau o toa, te hau o hua

We work with courage and perseverance to serve our community. We trust in ourselves and our teammates to make it happen.

CONTEXT

The Infrastructure Group of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, three waters, waste services, parks, community facilities and property) as well as the delivery of the associated activities. Council utilises its investment in infrastructural assets to deliver best value services to its community.

To achieve this the Group carries out a number of functions including:

- asset management planning,
- project management,
- asset operation and maintenance,
- design of capital development works,
- physical works contract supervision; and
- planning and control for new developments.

The Asset Planning Division provides asset planning and intelligence to the Infrastructure Group. The main purpose of the Division is the development and implementation of asset management strategy and improvement at the whole of organisation level. This includes the associated business processes, policies and reporting that ensure the Council has a sustained and integrated approach to the delivery of services through the efficient and effective management of assets. There are 3 teams, managing asset strategy and business planning, asset investigations and programme scoping, and asset intelligence and data analytics.

MAIN PURPOSE

The Asset Management Advisor is responsible for working with the Asset Management Team Leader to maintain and continually improve asset management systems across the Infrastructure Group based on those best practice principles and processes. This includes the production of the Infrastructure Strategy, Strategic Asset Management Plan and the Asset Management Plans, as well as supporting the delivery of the corporate Asset Management Improvement Plan for the wider organisation.

KEY AREAS OF RESPONSIBILITY

1. Asset Management Practice

- Work to establish an agreed corporate-wide understanding of the purpose of asset management, its direction and its desired outcomes;
- Support the establishment of an asset management system in the Infrastructure Group, its maintenance and continual improvement to advance asset management maturity;
- Work to ensure that the asset management system is based on best practice principles and processes;
- Work to ensure that asset management system aligns Council's vision, goals and organisational strategies;
- Work collaboratively across all levels of the organisation to ensure that Infrastructure Strategy, Strategic Asset Management Plan, Asset Management Plans and resulting programmes link to the organisation's strategic objectives for asset management;
- Undertake or participate in special projects, which will contribute to the advancement of asset management practice at the direction of the Asset Management Team Leader.

2. Asset Management Planning

- Contribute to the development and provision of best practice asset management advice to service and activity managers across the Infrastructure Group and the wider organisation;

- Contribute to the production of strategic activity and asset studies and policies to support asset management planning;
- Work to ensure that asset management planning responds to the relevant drivers, including strategic, legislative, asset, environmental and organisational.
- Foster collaborative working relationships with across the Infrastructure Group to ensure that all the relevant stakeholders have input into asset management planning;
- Contribute to the development and delivery of the corporate asset management improvement plan.

3. Asset Management Plan Development

- Ensure that the Infrastructure Strategy, Strategic Asset Management Plan and the Asset Management Plans are delivered on time and in alignment with the Council's vision, goals and strategic direction;
- Review, write and update all or part the Infrastructure Strategy, Strategic Asset Management Plan and the Asset Management Plans as directed by the Asset Management Team Leader;
- Ensure that the Infrastructure Strategy, Strategic Asset Management Plan and the Asset Management Plans are a record of asset management planning processes;
- Work to ensure Infrastructure Strategy, Strategic Asset Management Plan and the Asset Management Plans are living documents by proactively managing a process for their continual review.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.

EMPLOYEE RESPONSIBILITIES

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

KEY RELATIONSHIPS

Internal:

- Asset Planning Division Leadership Team
- Asset Management Team Leader
- Asset Management Analysts

- Asset Owners/Activity Managers
- Infrastructure Leadership Team
- Project Management Office
- Corporate Services
- Strategic and Planning
- Digital Solutions
- Customer and Community Group
- Procurement and Risk Specialists
- Senior Leadership Team
- Marketing and Communications
- Council leadership forum

External:

- Rangitāne o Manawātū Representatives and other iwi as appropriate
- External organisations including New Zealand Transport Authority, Horizons Regional Council and neighbouring Territorial Local Authorities.
- External Consultants, Contractors and Service Providers
- Government Departments and State Owned Enterprises
- Project stakeholders and affected parties
- Similar Local Government practitioners

TYPICAL KNOWLEDGE, SKILLS, AND ATTRIBUTES:

Knowledge (*qualifications and experience*)

- Tertiary qualification in Engineering, Planning, Finance, or other relevant tertiary qualification
- A National Diploma in Infrastructure Asset Management is desirable
- A current full NZ driver's license
- At least five years experience in asset management and infrastructure planning practices
- Practical experience of asset management and infrastructure planning best practices
- Technical knowledge of public infrastructure
- Working knowledge of the Local Government Act and related legislation
- Computer literate with technical documentation experience

Skills and Attributes

- Ability to analyse complex issues and come to sound decisions
- Highly developed critical thinking and strategic problem-solving skills
- Effective communication and presentation skills
- Demonstrated high level of written and oral communication skills
- Ability to build and maintain strong relationships with an ability to proactively influence stakeholders for win-win outcomes
- Excellent attention to detail
- Competent financial management skills
- High degree of initiative with the ability to work autonomously with minimal supervision.
- Ability to communicate with a wide range of people from varying backgrounds in an effective, sensitive and professional manner (written, over the phone, and face to face).

- Ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work).
- Ability to be flexible in re-prioritising and re-organising work accordingly
- Strong project management skills delivering outcomes consistent with agreed scope parameters
- High degree of integrity with the ability to maintain strict confidence especially when dealing with sensitive and confidential information
- Long term strategic view with a proven ability to develop and implement sound business plans
- Proven ability to analyse complex issues resulting in the development of solutions that promote the efficient and effective use of resources in a timely manner

REMUNERATION

This position is a Grade (16) within Council's remuneration system:

- Fixed remuneration for the role is between **\$91,432** (85%) and **\$107,567** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a 3% KiwiSaver employer contribution will be applied (where eligible)

OTHER

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Group activities.

HEALTH & SAFETY

We value our people and know they are the champions of our "great place to work". Part of this is our strong Health, Safety and Wellbeing programme, alongside Employee Experience development initiatives. We're proud that we have been awarded a SiteWise Gold status for health and safety.



COMPETENCIES

Core	
Service	- Recognises the diversity of customers, and adapts approach and style to meet their needs - Offers customers a range of solutions to problems - Demonstrates commitment to delivery of agreed solutions - Delivers and follows up on solutions - Seeks and gives feedback from customers - Looks for where improvements can be made to systems and processes
Communication	- Clearly communicates messages in a clear and concise manner - Uses the most effective method and style of communication for the target group and the situation - Uses active listening techniques including reflection and paraphrasing - Shares ideas appropriately - Recognises and minimises barriers to communication
Business ethics	- Demonstrates integrity, honesty, and commitment - Acts ethically in all dealings - Is equitable and ethical in the treatment of others - Is prudent in financial dealings
Information Technology	- Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software - Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Health & Safety	- Proactively seeks and provides input into health and safety improvements in their work environment - Promotes and participates in a healthy and safe work culture - Keeps up to date with health and safety legislation and regulations relevant to the work they carry out
Role specific	
Team Work	- Is an active and contributing team player. - Models the standards for teams and team work. - Understands team dynamics. - Develops high performing project teams.
Relationship Building	- Develops and maintains networks of key stakeholders. - Understands stakeholders' views and why they are held. - Develops a network of industry / staff contacts to keep abreast of latest ideas and concepts. - Demonstrates sensitivity to other groups and values diversity. - Delivers on commitments. - Builds and maintains professional and productive relationship with key stakeholders. - Able to deal effectively with the media. - Understands the cultural requirements of the legislation that they work within.
Intellectual Capability	- Shows evidence of high level analytical thinking. - Goes beyond the immediate problem presented and probes to make sure all aspects are addressed. - Rapidly and accurately identifies key issues or actions. - Goes beyond the information immediately available. - Able to consider the wider implications.

	• Systematically breaks down multidimensional problems or processes into component parts; uses analytical techniques to identify and critically evaluate options. • Shows evidence of conceptual and innovative thinking. • Generates and / or recognises alternative solutions and innovation. • Able to consider the wider implications in formulating a decision. • Facilitates solutions with others to complex and difficult issues.
Political Acumen	• Operates in an apolitical manner offering unbiased professional advice. • Operates in a fair, consistent, and equitable manner. • Understands the political systems and underlying drivers. • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework.
Organisational Excellence	• Continually seeks to improve own performance. • Seeks best practise solutions to improve performance. • Recognises opportunities for innovative solutions to improvement. • Seeks excellence, but not at the exclusion of other factors.
Professional Skills	• Has developed a body of relevant and current professional knowledge reflected by an appropriate qualification. • Demonstrates understanding of the principles and concepts of the profession. • Knowledge of relevant legislation. • Demonstrates a commitment to regularly updating and extending knowledge base and relevant skills (takes opportunities for professional development). • Membership / be working towards membership of a professional body (if relevant). • Practical experience in the field over a number of years; familiar with all facets of the profession required by PNCC. • Ability to interpret and work within relevant legislation. • Has credibility within the profession. • Knowledge base is current and regularly updated.