



## Asset Management Planning Engineer

<b>Location</b>	Thames Coromandel District	
<b>Reports to</b>	Asset Management Planning Manager	
<b>Group</b>	Infrastructure	
<b>Direct Reports</b>	Nil	
<b>Financial Authority</b>	Nil	
<b>Functional Relationships</b>	<i>Internal</i> Asset Management Planning Manager and team, Group Manager - Infrastructure and Infrastructure staff, Asset Managers, Strategy and Policy team, relevant committees of Council and elected members, senior managers, Finance team and other council staff.	<i>External</i> Consultants, Developers, Regional Council, Government agencies, National Infrastructure Commission, 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 Management Planning Engineer** will help drive the future of our infrastructure asset management strategy, and work on the projects that define our business, as well as to enable evidence-based decisions that support reliable infrastructure services. The asset portfolio will include 3 Waters, Transport, Solid Waste, Parks, Cemeteries, Reserves, Coastal and Council property and buildings

This is delivered through sound, whole of life activity management processes, practices, and documentation to ensure optimal acquisition, installation, operation, maintenance, and disposal of assets. The role will analyse and report on the lifecycle of council's infrastructure assets, to ensure budgets and asset forecasting feed into Asset Management Plans and the Long-Term Plan.

Preparation of accurate three-year and ten-year asset forecasts should ensure plans align with TCDC's long-term strategies and objectives.

Applicants must have well developed experience in providing professional advice on infrastructure asset investments, in a prudent manner.

Applicants must be able to capture asset data and information; evaluate and analyse; and make recommendations to council about future asset investments and their benefits and risks.

## Your responsibilities

Accountable for	Successful when
<p><b>Strategic Asset Planning</b></p> <p>focuses on improving asset and activity planning by following standards and enhancing management practices. It involves working closely with asset owners to develop effective Asset Management Plans (AMPs), Long-Term Infrastructure strategies and effective asset renewal programmes.</p>	<p>High-quality and timely asset management professional advice is provided.</p> <p>Asset Management Plans (for example 3 and 10 year) and Long-term Infrastructure Strategies (for example 30 year) are developed in accordance with the Local Government Act 2002 and other applicable legislation, council policies, and industry standards to guide infrastructure investment decisions.</p> <p>Development and delivery of Asset Management Plans includes both tactical and strategic focus, supporting strategy and practical application across infrastructure networks.</p> <p>Effective engagement is in place with relevant asset owners to identify specific needs / problems that need to be addressed when developing the asset management plans, infrastructure strategies and forward works programmes.</p> <p>Asset management planning includes planning for sustainable future infrastructure services for the district.</p> <p>Strategies include considerations for district growth, upgrades, renewals as well as maintenance work.</p> <p>Stakeholder collaboration is at the forefront, working closely with asset managers, project teams, other departments, and external stakeholders including consultants and contractors, where relevant.</p> <p>Other Council strategies' requirements are incorporated (e.g. Climate Change Strategy) to ensure alignment and avoid conflicts between the Asset Management Plans, Infrastructure Strategy and other council strategies.</p> <p>Project scopes are prepared and procured and any contracted services applicable to the role are managed, in a cost-effective and efficient manner. Manager and asset owners are assisted with the preparation and review of capital and operational work programme requests.</p>

## Your responsibilities

Accountable for	Successful when
<b>Asset Data Management</b> <p>involves collecting and analysing infrastructure asset data to support informed decision-making and strategic planning. It includes accurately capturing asset attributes, performance, and condition in collaboration with asset and operations teams, using corporate systems to drive data-based decisions, and continuously improving asset management systems.</p>	<p><b>Asset Lifecycle Management:</b>  Covering the lifecycle of infrastructure assets, ensuring they remain functional and safe.</p> <p>A framework is developed that uses data-based decision-making to optimize the lifespan of assets.</p> <p><b>Data Analysis &amp; Reporting:</b>  Analysis of asset data identifies trends, forecast needs, and provides regular reports to management on asset condition and costs, to ensure optimised asset renewal decision making.</p> <p><b>Maintenance Planning:</b>  Data and analysis inform development of maintenance procedures to minimise operational costs and improve asset reliability.</p> <p><b>Investment &amp; Risk Analysis:</b>  Evaluation of potential investments, using technical judgement and risk assessments to recommend cost-effective solutions.</p>
<b>Team Support</b> <p>involves fostering a collaborative and positive work environment, providing advice and leadership on complex issues, and supporting the Manager and team as needed. It also includes identifying innovative solutions for continuous system improvement.</p>	<p>Appropriate advice and guidance is provided to team members.</p> <p>Support is provided to the Manager as requested.</p> <p>A lead is taken in the significant and complex issues and cases that come to the team.</p> <p>New innovations are identified for ongoing system improvement.</p>
<b>Relationship Management</b> <p>focuses on identifying key stakeholders and customers, and building effective, collaborative relationships. It ensures a customer-focused approach by delivering professional, accurate, and relevant information.</p>	<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 when 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> <p>Working with Manager and council's Comms Team for the timely and accurate public release of any information applicable to this role.</p>
<b>Organisational Support</b> <p>involves ensuring compliance with Council policies, participating in risk management and health &amp;</p>	<p>Knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p>

<p>safety activities (including Civil Defence), and contributing to special projects as needed.</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>
<p><b>Health, Safety &amp; Wellbeing</b></p>	<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 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>
<p><b>Te Tiriti o Waitangi</b></p>	<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.

The *Asset Management Planning Engineer* will need the following as a minimum, to succeed:

<p><b>Education / Training</b></p>	<p>A tertiary qualification in Civil Engineering, Environmental or similar.</p>
<p><b>Experience</b></p>	<p>At least five years of experience in public infrastructure planning and implementation.</p> <p>Experience in asset management, including developing asset management plans and infrastructure strategies.</p> <p>Financial analysis for infrastructure asset investments</p> <p>Proficiency in relevant software for data analysis and management.</p> <p>Strong communication, collaboration, and project management skills.</p> <p>Preparation and presentation of technical reports.</p>

<b>Knowledge, skills and attributes</b>	<ul style="list-style-type: none"> <li>• <b>Strategic and Analytical Thinking:</b> Demonstrates a strategic mindset with strong financial oversight and the ability to turn complex data into actionable insights. Confidently drives and influences decisions using sound judgement and problem-solving skills.</li> <li>• <b>Communication and Relationship Building:</b> Possesses exceptional oral and written communication skills, able to clearly convey technical and standards-based information. Builds effective relationships through honesty, transparency, and empathy, supporting collaboration across teams and communities.</li> <li>• <b>Innovation and Continuous Improvement:</b> Shows initiative and a forward-thinking approach, identifying opportunities for improvement and inspiring others to achieve Council outcomes.</li> <li>• <b>Resilience and Adaptability:</b> Responds quickly and calmly under pressure and in changing situations, maintaining flexibility and composure.</li> <li>• <b>Leadership and Support:</b> Provides guidance on complex issues, demonstrates strong organisational and management skills, and delivers high-quality outcomes within agreed timeframes.</li> <li>• <b>Independence and Accountability:</b> Operates autonomously, anticipates needs, manages workload effectively, and takes ownership of responsibilities.</li> </ul>
---	---

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.

.....  
.....  
.....  
.....

Employee

.....  
.....  
.....  
.....

Date

Employer      Date