

Position Description

We are one exceptional team, providing outstanding customer service to our community, Grey District



Position Title

Assets & Infrastructure Manager

Contract Type

Permanent Full Time

Date

29/01/2026

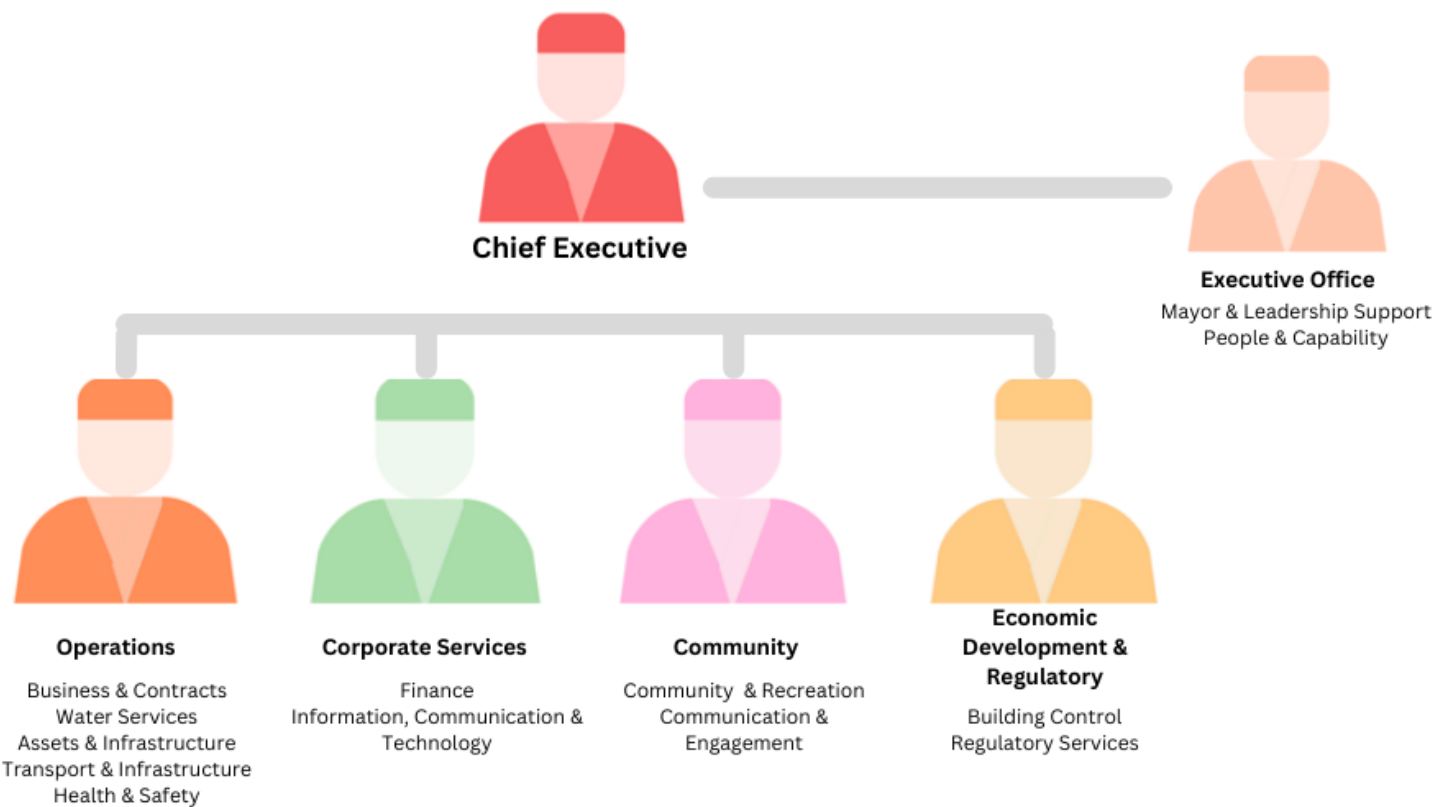
Location

Grey District Council, 105 Tainui Street

How we make a difference (Our Values)



Grey District Council Services





Purpose of Position

The Assets & Infrastructure Manager is a senior leadership role responsible for providing strategic and operational leadership across Council's asset and infrastructure portfolios. The role ensures the effective, sustainable and financially responsible management of Council assets through the development and implementation of robust asset management frameworks, systems, plans and delivery programmes.

The position leads asset management practice across the Operations Group, drives consistency in standards and decision-making, and works closely with portfolio managers to ensure renewals, capital investment and service delivery decisions are evidence-based and aligned with Council's strategic objectives.

The role also has direct responsibility for a number of operational portfolios and team members, owning associated budgets and overseeing operational, renewals and capital works delivery. The position plays a key role in Council's Long-Term Plan, Annual Plan, Infrastructure Strategy and other strategic planning processes, and supports Council through significant sector change, including the Local Water Done Well transition through to July 2027.

Key Relationships

Responsible to

Group Manager, Operations

Responsible for

4 - 6 direct reports

Internal

- Chief Executive
- Executive Leadership Team
- Senior Leadership Team
- Operations Group Staff
- All Council Staff

External

- Customers and Ratepayers
- Consultants and Contractors
- Other Councils
- Other Agencies
- Government Departments
- Individuals or groups that supply services to and or use services of the Grey District Council

Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council's Delegations Manual.

Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$75,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$75,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

Performance Measures



Key Result Areas

KPI (area of responsibility)

Senior Leadership

- Provide senior leadership as a member of Council's Senior Leadership Team.
- Contribute to organisational leadership, culture, and continuous improvement across the Operations Group.
- Lead by example in demonstrating Council's values and customer-focused service delivery.
- Provide clear direction, support and performance management for direct reports.

Asset Management

- Lead the development, implementation and continuous improvement of Council's asset management framework across all Operations Group assets.
- Establish and maintain asset management policies, standards, processes and systems that align with best practice and relevant legislation and accounting standards.
- Ensure asset management systems are fit for purpose, current, and enable effective data collection, reporting and decision-making.
- Oversee the preparation, review and quality of Asset and Activity Management Plans.
- Lead asset valuation processes and ensure valuations meet statutory and audit requirements, within required timeframes.
- Apply asset management principles to optimise whole-of-life performance, risk and value for money.
- Provide asset management oversight for Transport assets, noting current contracted delivery arrangements and potential future changes.
- Lead asset management responsibilities for Three Waters assets through to July 2027.
- Support Council during the Three Waters transition, including knowledge transfer, data integrity and continuity of asset management practice.

Portfolio Management

The role has direct responsibility for the management, planning and delivery of the following portfolios:

- Asset Management - Operations Group wide with support in other areas
- Refuse & Recycling
- Parks & Reserves
- Public Toilets
- Bushwalks
- Cemeteries
- Fleet
- Environmental Monitoring and Reporting
- Development Engineering

Responsibilities include:

- Operational, renewals and capital programme planning and delivery.
- Budget ownership and financial management for portfolios.
- Ensuring service levels, compliance and performance outcomes are achieved.
- Managing consultant and contractor performance.



Performance Measures



Key Result Areas (cont'd)

KPI (area of responsibility)

Planning, Financial & Strategic Input

- Key contributor to the preparation of Council's:
 - Long Term Plan (LTP)
 - Annual Plan (AP)
 - Infrastructure Strategy
 - Asset and Activity Management Plans
 - Business Plans
 - Development Contributions Policy
- Assist portfolio managers to determine renewals priorities and budget allocations using asset management principles and evidence-based analysis.
- Ensure maintenance, renewal and capital programmes are optimised and aligned with strategic objectives and funding constraints.
- Identify all relevant legislative, regulatory, and statutory requirements together with political, social, economic, and environmental requirements.

Health, Safety & Wellbeing

- With assistance and guidance from the Health and Safety Manager fulfil manager-level obligations under the Health & Safety at Work Act, ensuring safe systems of work, risk assessments, training, and monitoring of your staff and contractors.
- Promote a proactive safety culture across the Operations Group, championing continuous improvement and hazard reduction.
- Ensure all incidents, hazards, and near misses are reported and investigated promptly.

Engineering and Technical Oversight

- Act as Engineer to the Contract when required.
- Provide technical leadership and advice across the Operations Group portfolios and wider Council.
- Ensure compliance with legislative, regulatory and statutory requirements.
- Oversee asset condition assessments and use data to inform planning and investment decisions.

Other

- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated
- Bringing up to date and maintaining the asset management software to record and track information on all assets the organisation
- Obtain asset condition reports where required
- Apply analysis and technical knowledge to define and develop solutions to optimise the lifecycle of the assets
- Schedule and plan the programme of works for the Long-Term Plan and Annual plan, including asset investigations and renewals
- Provide quality leadership and oversight to Asset Management & Infrastructure staff and contractors





Education / Qualifications

- A tertiary qualification in an appropriate field.
- Minimum of 5 years relevant experience.

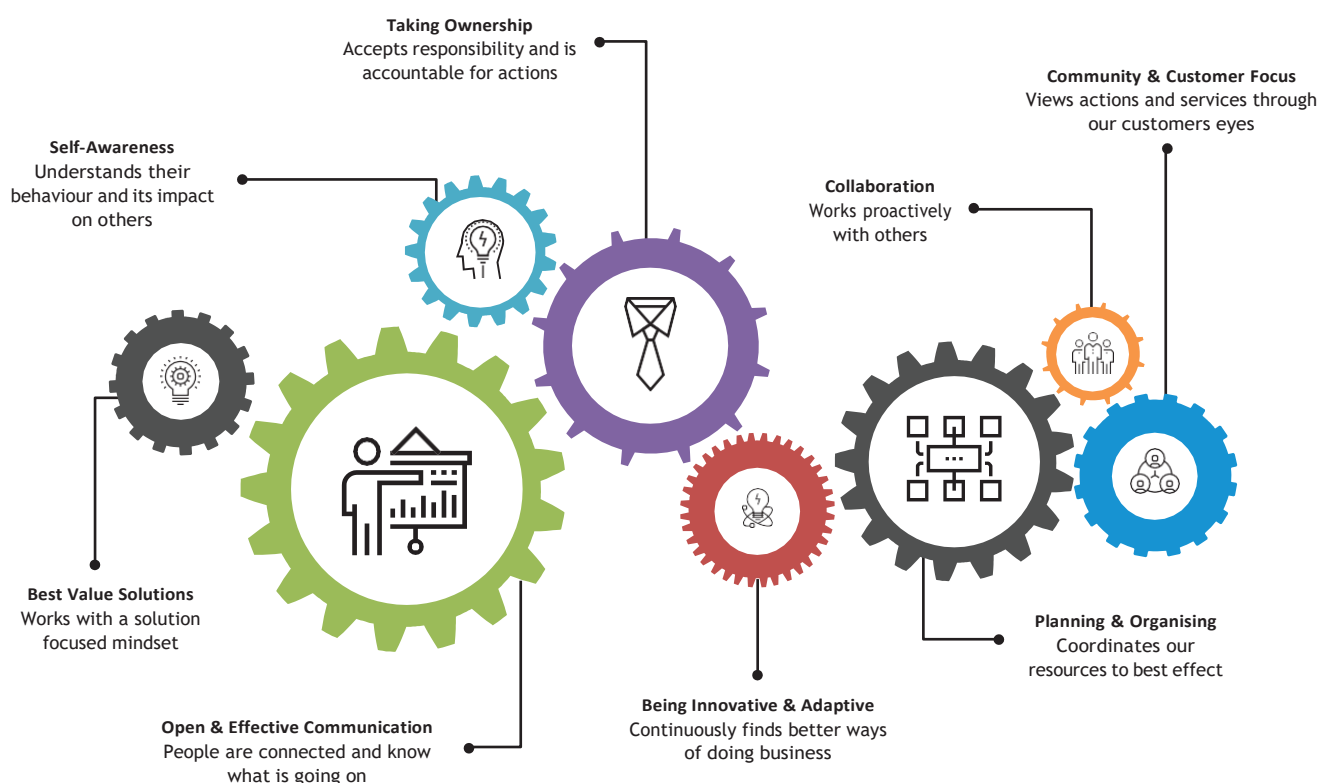
Position Competencies

- Proven experience in Asset Management with good knowledge of the Local Government infrastructure sector
- Proven experience in the management of external suppliers and contractors
- Proven maintenance management and planning experience
- Proven strategic planning experience
- Excellent planning and operational skills

Professional Competencies

- Ability to communicate at a high level to a range of audiences
- Experience creating whole of life refurbishment and replacement plans renewals project delivery would be advantageous
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be amended by the employer following reasonable notice of two weeks to me.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date

