



# POSITION DESCRIPTION

## NETWORK CONTROLS SYSTEM LEAD

DIRECTORATE/TEAM	WATER SERVICES   WATER OPERATIONS	
REPORTS TO	MANAGER TREATMENT & PUMP OPERATIONS	
ROLE PURPOSE	<p>To lead the renewal of Napier’s Water Operations control systems network, collaborating with internal teams and external partners to ensure all electrical, control, and telemetry systems meet business needs. Responsibilities include managing SCADA and related contracts, planning for asset management, and providing technical leadership to deliver high-quality engineering solutions.</p> <p>You will lead by example – empowering your team, fostering collaboration, and aligning efforts with strategic goals. Your leadership creates an environment where innovation thrives, and team members feel supported to do their best. Building strong relationships with internal and external stakeholders is key, ensuring expectations are met and communicated effectively. You will recruit, develop, and retain a skilled team, providing clear goals, coaching, and mentoring to support their growth.</p>	
DATE REVIEWED:	September 2025	GRADE: 20

### Key Accountabilities

<p><i>What you will do</i></p> <ul style="list-style-type: none"> <li>• Lead planning, implementation, ongoing development and use of the SCADA system for monitoring and controlling NCC’s water systems.</li> <li>• Collaborate with Water Services leadership to develop cost-effective SCADA-related capital works programmes for integration into strategic plans (AMPs, Infrastructure Strategy, LTP).</li> <li>• Maintain and update NCC Asset Management documentation (e.g. HMI, SCADA, electrical and IT standards).</li> <li>• Oversee documentation of HMI software, historian data, alarms, telemetry, radio network, and control systems.</li> <li>• Collaborate actively within the Water Services asset management team to build and sustain relationships with internal units, consultants, and tech suppliers.</li> <li>• Mentor colleagues to support technical development and succession planning.</li> <li>• Serve as primary contact for SCADA change control procedures and provide diplomatic support in</li> </ul>	<p><i>What you will bring</i></p> <p><b>Required:</b> This role requires the following knowledge, experience, qualifications, skills, and personal attributes.</p> <ul style="list-style-type: none"> <li>• Relevant Tertiary qualification e.g. New Zealand Engineering Degree in BE Electrical/Electronic, Controls</li> <li>• 10 years proven experience in a senior management role, ideally in local government or similar field.</li> <li>• Minimum 10 years’ experience in design, development, installation and commissioning of SCADA systems including associated hardware, software systems and reporting databases.</li> <li>• Demonstrable understanding of remote monitoring and controls technology including radio telemetry, cellular communications and Wide Area Network technologies.</li> <li>• Strong understanding of regulations and compliance.</li> <li>• Excellent leadership, communications, and interpersonal skills.</li> <li>• Experience in financial management, project management, and strategic planning.</li> </ul>
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resolving complex SCADA-related issues.

- Participate in 24/7 on-call support for SCADA system operations, including fault finding across electrical, telemetry, controls and IT
- Develop and maintain SCADA reports to ensure meaningful reporting is provided on network performance and service demand. Store data for future use by Water Services Strategy & Investment and operations departments

- Proficient using MS Office and other systems.
- Attitude of ownership and commitment, with ability to pragmatically solve problems and balance competing demands.
- Ability to work in collaborative environments.
- Current drivers licence.

**Desired:** In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Chartered Professional Engineer
- Proven experience in operation and maintenance of large Water and Wastewater SCADA systems
- Knowledge of water and wastewater treatment technologies
- Excellent relationship management skills



## Our Values

### ICE

#### INTEGRITY:

- We act in a safe, open, honest and transparent manner.
- In all that we do, we can hold our heads high.

#### COMMUNITY AND CUSTOMER SERVICE:

- We commit to listening to the needs of our internal customers and community and delivering excellence in service.
- We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.

#### EXCELLENCE:

As one team we encourage each other to:

- Set consistent standards, while delivering the highest quality service and celebrating success in this, together.
- Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.
- Embrace creativity and flexibility in a safe, collegial environment - where each individual's skills are valued and recognised.

### What we all do

- Adhere to Council policies and procedures.
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety at Work Act 2015.
- Take all practicable steps to ensure your own and other's health and safety in the workplace.
- Act as an ambassador for our Council, living the council values.
- Develop and maintain emergency preparedness and planning to ensure resources, people, equipment, and materials are in place and lifelines are identified, prioritised, and integrated into the local and regional structure.
- Participate in and undertake emergency management duties as required (CDEM)
- Support the development and maintenance of recovery work streams.
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position.
- Continue personal and professional development through continuous learning.
- Recruit & recommend staff for hire within organisational guidelines.
- Commitment to upholding Te Tiriti o Waitangi and its relevance to the role

# Additional Information

## Delegations

Direct Reports	1
Financial delegation	As per the NCC Financial Delegation Policy
Key Relationships – Internal	External
<ul style="list-style-type: none"><li>• Manager Pump Operations</li><li>• Head of Water Operations</li><li>• Executive Director Water Services</li><li>• Team Leader Treatment</li><li>• Team Leader Pump Operations</li><li>• Urban Waterways Lead</li></ul>	<ul style="list-style-type: none"><li>• Members of the public</li><li>• Contractors/Consultants</li><li>• Regional Council and TLAs</li><li>• Technology suppliers</li><li>• Potential suppliers</li></ul>

## Role Acceptance

I declare that I have read and understand the above position description in relation to my employment with Napier City Council.	
Signed & dated	