

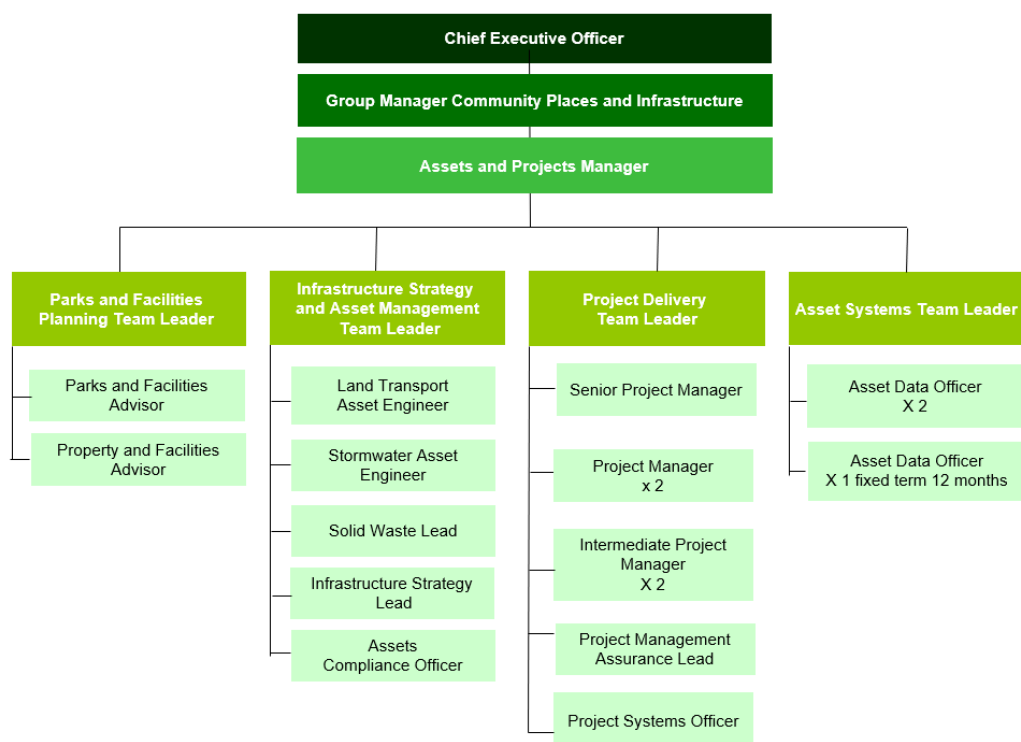


Position Description

Title:	Infrastructure Strategy Lead
Group:	Community Places and Infrastructure
Reports to:	Infrastructure Strategy and Asset Management Team Leader
Number of staff reporting to this position:	No direct reports
Position purpose:	Provide strategic leadership for Council's infrastructure planning and investment direction, ensuring long-term infrastructure strategies, growth servicing requirements and programmes are aligned with the Long Term Plan and wider Council objectives. The role develops and drives strategic business cases and funding bids, represents Council in regional/inter-agency planning forums, and works across Council (and with external partners) to translate strategic priorities into actionable programmes and policy inputs.
Date:	August 2026
Grade:	17



Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours

We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred

We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Infrastructure Strategy Lead encompasses the following functions or Key Accountabilities:

- Infrastructure strategy and Long Term Plan (LTP) alignment
- Growth servicing and development planning support
- Strategic investment cases and- funding
- Regional planning representation and external relationships
- Safety and Wellness
- Customer, Community and Stakeholder Focus
- Organisation Contribution, Risk and Compliance
- Business Resilience/Civil Defence Emergency Management (CDEM)
- Cover and support

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
1. Infrastructure strategy and LTP alignment • Develop, review and maintain infrastructure strategies and supporting strategic documents (e.g., stormwater strategy, catchment planning, risk/resilience assessments). • Translate strategic direction into LTP work programmes and priorities, coordinating inputs across asset management, operations, planning and finance.	• Infrastructure strategies are current, evidence-based, and clearly aligned to Council objectives and the LTP. • Cross-functional inputs are integrated, with agreed priorities and clear accountabilities for delivery planning. • Risks, assumptions, dependencies and trade-offs are documented and communicated, enabling confident decision-making.



• Provide strategic advice on infrastructure risks, priorities and trade-offs, including response to legislative/regulatory change impacts, to support timely decision-making and effective programme delivery.	
2. Growth servicing and development planning support • Lead strategic direction on growth servicing and infrastructure requirements to support spatial planning and growth planning processes. • Coordinate cross-functional input to development standards, plan changes and policy settings (including Development Contributions policy and processes, where applicable) with Planning, Operations, Finance and asset management, ensuring infrastructure implications are understood and agreed. • Support resolution of infrastructure issues on complex subdivisions by working with planners, developers and internal technical specialists, identifying risks, constraints and practical options early.	• Growth servicing advice is robust, practical, and informs planning decisions and staging. • Cross-council inputs are coordinated and timely, reducing rework and late changes to planning and development advice. • Infrastructure risks and constraints are identified early, with clear options and recommendations to support good outcomes.
3. Strategic investment cases and funding • Develop and coordinate strategic business cases for infrastructure investment, integrating cross-functional inputs (e.g., asset management, operations and finance) and addressing benefits, options, risk and delivery readiness.	• Business cases are decision-ready, with clear rationale, evidence, risks and recommendations.



• Prepare and support funding bids and submissions (as applicable), ensuring alignment to agreed strategies and providing clear prioritisation, affordability and risk considerations. • Provide strategic input to project scoping and investment decisions, clarifying trade-offs and ensuring strategic intent is maintained through early definition.	• Funding submissions are completed to required standards and timeframes, with a clear line of sight to strategic outcomes. • Investment advice supports agreed priorities, makes trade-offs explicit, and is informed by cross-functional input.
4. Regional planning representation and external relationships • Represent Council in regional and inter-agency infrastructure planning forums (e.g., Future Proof and other relevant groups), coordinating internal input and agreed Council positions. • Build effective working relationships with key stakeholders (e.g., Waikato Waters Limited (WWL), regional partners and other network providers) to support coordinated planning and delivery, and to surface and resolve strategic issues early. • Communicate Council's infrastructure priorities, risks, constraints and opportunities consistently across stakeholders, ensuring internal alignment on key messages.	• Council is appropriately represented, with constructive participation, internally aligned positions, and follow-through on actions. • Relationships support timely information exchange, coordinated planning, and reduced delivery risk. • Advice reflects regional context and supports Council priorities, with clear escalation of strategic risks/issues where required.
5. Safety and Wellness	• Work is planned and carried out safely, with hazards/risks identified early and managed appropriately. You participate in safety and wellness training, health



• Taking day-to-day responsibility for working safely and supporting the wellbeing of yourself and others. • Following safe work practices, using required controls (including PPE), and stopping work if it is unsafe. • Identifying hazards/risks, applying controls, and escalating issues you cannot resolve. • Reporting events (including near misses), participating in investigations/learning reviews where required, and contributing to continuous improvement in safety and wellness.	monitoring, and return-to-work processes as required for your role. • You consistently follow MPDC safety and wellness requirements, including contractor or volunteer management and procurement processes where applicable. • You speak up, stop unsafe work, and escalate concerns early. • You report safety events promptly and contribute to learning and improvement.
6. Customer, Community and Stakeholder Focus • Providing professional, timely and respectful service to customers and colleagues across all channels (phone, face-to-face, email and written correspondence). • Recording, progressing and following through customer requests in line with agreed processes and service standards. Communicating clearly, using plain language where appropriate, and keeping people informed of progress and outcomes. • Showing cultural awareness and respect in day-to-day interactions, including understanding the relevance of Te Tiriti o Waitangi to your role and considering Māori and community perspectives where required.	• Customers receive timely, accurate and respectful service, with clear information and appropriate follow-up. • Requests and enquiries are recorded correctly, progressed efficiently, and action taken decision communicated within expected timeframes. • Interactions demonstrate cultural awareness and support constructive relationships with colleagues, stakeholders and the community.



7. Organisational Contribution, Risk and Compliance • Contributing to the wider organisation's success beyond your immediate tasks by working collaboratively, sharing information early, and supporting a positive team culture. • Using approved systems and processes to keep information accurate, complete and up to date (including records and customer/service information as required). • Complying with Council policies, procedures and legislative requirements relevant to your role, and raising concerns early if you are unsure or see something that may be a breach. • Using Council digital and technology systems responsibly and in accordance with Cybersecurity policies and guidance (including protecting logon credentials, handling information appropriately, and reporting cyber incidents or potential risks). • Following procurement and purchasing requirements when ordering goods/services, including seeking approvals and using delegated authority processes where applicable. • Supporting a risk-aware culture by identifying risks in your work, applying controls, and escalating new or changing risks. • Participating in required learning and development, applying new skills, and sharing knowledge to improve outcomes.	• You work constructively with others across the organisation, contribute to continuous improvement, and build your capability through learning and development. • Work is completed using approved processes and systems, with accurate records and information. This includes payroll processes such as time-sheets and leave applications, and keeping business processes up to date. • Policies are complied with and procedures are followed, and issues or uncertainties are raised early. • Digital tools are used responsibly and securely; potential cyber risks are identified and reported. • Purchasing and procurement activities are completed correctly and on time, and approvals are obtained where required. • Risks are identified, controls are applied and new risks are reported. • L&D processes are followed and development needs are discussed with your manager.



8. Business Resilience / Civil Defence Emergency Management (CDEM) • Recognising that business continuity, crisis management and CDEM is a shared responsibility across Council. • Completing required CDEM/business continuity training and understanding your role in an emergency. • Considering business continuity and CDEM impacts in day-to-day work, raising risks or improvement opportunities when identified. • Participating in readiness activities, exercises, and response or recovery activities when required (including undertaking duties outside normal BAU during events).	• You understand your responsibilities in an emergency and follow instructions during events. • Required training is completed and kept up to date. • Risks and impacts to service delivery are raised early and improvement opportunities are identified. • You participate in readiness, response and recovery activities when required.
9. Cover and support • Providing cover and support as directed by your manager.	• Cover and support is provided as required, with a flexible and team-focused approach.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.



Work complexity

Most challenging duties typically undertaken:

- Leading development of infrastructure strategies and LTP inputs where there are competing priorities, uncertainty, and significant affordability and risk trade-offs.
- Integrating cross-functional advice (Planning, Operations, Asset Management, Finance) into coherent recommendations for growth servicing, development standards, DC settings, and investment programmes.
- Representing Council in regional forums (e.g., Future Proof) and with external partners (including WWL), influencing outcomes while maintaining agreed Council positions and managing reputational risk.

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical <i>(e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	Frequency of interaction D - daily W - weekly M - monthly
External stakeholders (e.g., WWL, WRC/Regional Council, Future Proof partners, network utilities, key developers)	Liaising, influencing and negotiating to align infrastructure strategy, growth servicing, investment timing, and shared delivery constraints; resolving issues and agreeing actions.	W/M
Internal staff (Planning, Operations, Asset Management, Finance, Regulatory/Consents, Projects)	Co-ordinating cross-functional input; providing strategic advice; facilitating agreement on priorities, risks, trade-offs, and recommended options.	D/W
Leadership team / senior managers (incl. Infrastructure Asset Management Team Leader and wider Council leadership)	Providing high-level advice and recommendations; briefing on risks, priorities and trade-offs; supporting governance and decision-making on programmes, business cases and funding.	W/M
Elected members / Council committees (as required)	Presenting and explaining strategy, growth servicing requirements, and investment recommendations; responding to questions and supporting informed decisions.	M/As required
Iwi / Mana whenua representatives and community stakeholders (as applicable)	Consultation and relationship-building on infrastructure strategy and growth matters; ensuring considerations are understood and reflected appropriately in advice and decision-making.	M/As required



Examples of the situations which require the use of the highest level of communication or influencing skills:

- Negotiating and aligning cross-council and external stakeholder positions on growth servicing, infrastructure staging and constraints for spatial planning and plan changes.
- Presenting complex business cases and investment recommendations where affordability, level of service, resilience and regulatory impacts must be balanced and trade-offs clearly communicated.
- Representing Council at Future Proof (and similar) forums, influencing regional outcomes and commitments while managing reputational risk and maintaining agreed Council positions.

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

- Co-ordinating cross-functional inputs (Planning, Operations, Finance, Asset Management) into LTP bids and programme prioritisation (typically during LTP/annual plan cycles).
- Facilitating agreement on development standards / plan change infrastructure input and DC-related assumptions with Planning and Finance, and supporting consistent advice to developers (as required, often weekly/fortnightly).
- Co-ordinating internal briefing material and agreed positions for meetings with WWL / regional partners, and tracking actions through to completion (monthly/as required).



Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential	Preferred
Education and qualifications • Bachelor's degree (or higher) qualification in strategic management, asset management, engineering, business management, procurement or a related field. • Current full driver licence (restricted or full), with the ability to travel to sites/meetings as required. • Demonstrated commitment to professional development in infrastructure planning/asset management and regulatory compliance (e.g., relevant short courses and training).	• Postgraduate qualification in Asset Management, Infrastructure Planning, Environmental Engineering, or Public Policy (relevant to local government infrastructure). • Formal asset management training/certification (e.g., IPWEA/AM training, IAM Certificate/Diploma or equivalent). • Eligibility for membership of a relevant professional body (e.g., Engineering New Zealand, IPWEA NZ, Planning Institute of New Zealand) or equivalent.
Knowledge and experience • 1-2 Years practical experience in related field. • Practical experience of Strategic Planning,	• Demonstrated leadership experience in a technical or professional services environment, including coaching and developing staff and leading work programmes to delivery.



Skills & Competencies

- Strategic Awareness - Establishing a course of action to accomplish a long range goal or vision; allocating resources – human, material and financial; defining intermediate goals and contingencies.
- Collaboration - Working effectively with others in the organisation outside the line of formal authority (such as peers in other units or senior management) to accomplish organisational goals.
- Professional Skills - sound working knowledge of the principle of eg planning, customer service, accounting, engineering
- Time Management - Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.
- Communication - Clearly conveys information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instills commitment
- Consultation - applying appropriate consultative processes and procedures; summarising and disseminating the outcomes or consensus of the process

Change to position description

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 reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

