

decipher

Invercargill City Council Manager – Three Waters Assets

Position Description and
Additional Information

31 August 2026



Position Description

Position Title:	Manager – Three Waters Assets
Reports To:	General Manager – Water Services
Responsible For:	3 Direct reports
Group and Team:	Water Services – Three Waters Asset Management
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To set the long-term direction, priorities and outcomes for Council's Three Waters asset portfolio. Drive strategic asset planning, governance, prioritisation and assurance, ensuring asset strategies, plans, systems, asset information and geospatial data provide trusted intelligence to support sound investment decisions, service outcomes, regulatory compliance, risk management and long-term affordability. Lead the stewardship and continuous improvement of Council's Three Waters asset intelligence capability, ensuring decision-makers have confidence in the portfolio's direction, data, performance, resilience and long-term investment priorities.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Leadership

- Lead, coach and motivate team members, promoting employee engagement with clear direction, constructive feedback, openness, acknowledgement and trust.
- Ensure a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Meet organisation goals through the proactive and consistent application of performance and development processes; in accordance with Council's Performance and Remuneration Framework.
- Promptly address concerns relating to the performance of team members so that an appropriate support/development plan can be put in place.

Strategic Asset Leadership

- Recommend strategic direction for three waters asset management, including long-term priorities, planning assumptions, investment settings and portfolio outcomes for decision by senior leadership.
- Develop and implement approved asset strategies, frameworks and key planning documents, including Asset Management Plans.
- Ensure asset planning outputs provide clear, prioritised and decision-ready recommendations that support investment decisions and organisational confidence.
- Lead long-term funding and affordability planning for the Three Waters portfolio, ensuring trade-offs between risk, service and cost are clearly understood.
- Provide clear, balanced and evidence-based strategic advice to Executive Leadership and Council on asset direction, priorities, risks and investment choices.
- Own portfolio risk visibility and ensure risk, resilience and compliance considerations are reflected in asset strategy advice and investment direction.
- Act as the senior asset representative for regulators, auditors and assurance providers.
- Drive asset management maturity, ensuring systems, data and practices support strategic planning and decision making.
- Lead the strategic stewardship and governance of Council's Three Waters asset information, geospatial data and asset intelligence capability, ensuring information is trusted, fit for purpose and supports evidence-based investment, operational and regulatory decision-making.
- Monitor legislative, regulatory and sector changes and ensure impacts are reflected in asset strategy and long-term planning settings.

Asset Management

- Oversee the development of asset management plans, prioritisation frameworks and investment recommendations.
- Ensure investment proposals and business cases are strategically aligned, evidence-based and appropriately prioritised
- Maintain oversight of asset management improvement programmes and outcomes ensuring alignment with strategic direction and organisational outcomes.
- Ensure asset management systems, standards and information practices support organisational confidence, decision quality and effective team performance.
- Provide leadership for the continuous improvement of asset information quality, data governance, geospatial capability and analytical practices, ensuring the organisation has confidence in the integrity, accessibility and strategic value of Three Waters asset information.

- Assure the quality, integrity and governance of asset information, modelling and analysis, ensuring planning, funding, operational and investment decisions are based on trusted evidence.
- Lead strategic assessment of growth, demand and service drivers to identify funding needs, infrastructure responses and long-term asset implications.
- Ensure asset management programmes and practices align with recognised standards and sector good practice, including NAMS, IIMM and relevant New Zealand standards.
- Oversee asset revaluation inputs and ensure asset unit rates, valuations and supporting analysis are current, robust and fit for financial and planning purposes.
- Ensure asset capitalisation approaches support sound asset, financial and audit outcomes.

Communication and Relationship Management

- Provide strategic, decision-ready advice to Executive Leadership, Council and committees.
- Attend and present at Council, committee or community meetings, complex asset issues into clear trade-offs, risks and investment choices.
- Act as the senior asset representative to regulators, auditors and key stakeholders.
- Maintain strong relationships with mana whenua and external partners
- Ensure leadership has confidence in asset direction, priorities and performance

Risk Management and Health and Safety

- Lead advice on three waters investment strategy, funding assumptions and portfolio risk to support sound long-term decisions.
- Provide strategic advice on asset risks, consequences of underinvestment and trade-offs between service, risk and affordability.
- Monitor asset management performance and maturity over time.
- Lead audit and review responses for areas of accountability, ensuring accurate information, clear follow-up actions and organisational assurance.
- Ensure compliance obligations are understood and reflected in strategic advice and planning.

Financial Management

- Manage budgets, work programmes and financial inputs within delegated responsibilities in accordance with Council guidelines, timelines and agreed priorities.
- Prepare clear analysis and recommendations that show the relationship between the Long Term Plan, Annual Plan and relevant asset plans and strategies.
- Ensure a professional and well considered business case is presented when requesting a change in resource requirements.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Bachelor's degree in engineering, asset management, infrastructure planning, or a related discipline

Current Full New Zealand Driver Licence

Desirable:

Postgraduate study or additional training in asset management, infrastructure planning, leadership or related disciplines

Knowledge, Skills and Experience

Essential:

At least 15 years' experience in infrastructure or asset management, with exposure to three Waters assets, including substantial leadership experience in strategic asset planning, portfolio prioritisation and long-term investment decision making

At least three years' experience leading teams, building capability and managing performance while maintaining a strategic focus on long-term asset outcomes

Strong understanding of asset lifecycle planning, condition assessment and renewal planning in complex infrastructure environments

Experience balancing long term investment planning (20-30+ year horizon)

Ability to prioritise and balance risk, service levels, compliance and affordability

Experience providing strategic advice to executive leadership, elected members or boards on infrastructure direction, risks and investment choices

Strong strategic thinking and problem-solving skills, with the ability to turn complex information into clear direction, advice and decisions

Understanding of asset management systems, data and reporting requirements, with the ability to ensure they support effective planning and decision making

Strong leadership and relationship management skills, with experience working across operational teams, contractors, consultants and senior stakeholders in complex infrastructure environments

Proven ability to deliver results

Desirable:

Experience within local government or public infrastructure, particularly within three waters environments

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Our Process



OUTREACH AND ADVERTISING | Applications close 22 September 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | 6 September – 22 September

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | 23 September

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Late September

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | October

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | October

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Manager – Three Waters Assets

- Help shape Invercargill's future Three Waters infrastructure
- Step into significant senior leadership
- Build, influence and grow your career

About the organisation

Decipher Group is delighted to be partnering with Invercargill City Council in their search for a Manager – Three Waters Assets. Invercargill City Council is entering an important period for Water Services. With a well-performing asset base, a highly experienced leadership team and significant investment planned, the Council is well positioned to respond to the changing Three Waters environment and continue delivering resilient, affordable services for its community.

This newly created role within their new in-house Water Services business unit represents an investment in the future capability and succession of the Water Services team and provides a rare opportunity for an experienced infrastructure professional to influence how Three Waters assets are identified, planned, prioritised and managed for decades to come.

Is growing your professional expertise, and career, in a progressive and proactive environment important to you?

About the opportunity

Reporting to the General Manager – Water Services, the Manager – Three Waters Assets will take ownership of the strategic direction and long-term planning of Council's Three Waters asset portfolio in accordance with our legislative reporting obligations.

As a senior member of the Water Services leadership team, you'll work closely alongside the GM providing trusted advice and taking a broad leadership role across strategic asset management. With significant visibility across the organisation, this position also offers genuine scope to continue developing your leadership career.

You'll join at a point where you can make your mark. ICC is currently busy developing a new strategic asset management framework, creating the opportunity to shape the approach rather than inherit an established model.

A key focus will be to:

- Set strategic direction for Three Waters assets
- Continue building the strategic asset management framework
- Lead long-term investment and affordability planning
- Prioritise renewal and infrastructure investment
- Strengthen asset intelligence and data governance
- Balance risk, service, compliance and affordability
- Provide trusted advice to executives and Council stakeholders
- Lead and develop asset management capability
- Build strong regulatory and stakeholder relationships
- Lead, manage and motivate a small dedicated team of Asset Management professionals

About you

You're a highly experienced infrastructure or asset management leader who can combine strong technical knowledge with strategic thinking, sound judgement and exceptional communication.

You understand complex infrastructure assets and can translate technical information into clear investment choices, priorities and advice. Equally important, you have the credibility to engage across operational teams, senior executives, elected members, regulators and external partners.

You'll also bring:

- Significant infrastructure or asset management experience
- Strong Three Waters knowledge and experience under new national operating framework(s)
- Strategic asset and lifecycle planning expertise
- Strong people leadership and capability development
- Confidence advising executives, boards or elected members
- Sound commercial, financial and risk judgement
- Strong procurement experience
- Strong water Industry knowledge and know how
- A relevant tertiary qualification in ideally Civil Engineering, Law or Science related disciplines

You'll be a collaborative and forward-thinking leader who enjoys taking ownership, building capability and creating clarity around complex decisions. This is more than an opportunity to lead asset management. It is a newly created senior role with the scope to influence the wider Water Services functions, work closely with an experienced GM and build toward broader leadership opportunities over time.

Add to that the Southland lifestyle – affordable living, minimal commuting and exceptional outdoor experiences within easy reach – and this is an opportunity to combine a genuinely interesting professional challenge with an enjoyable way of living.

Relocation support is available for the right candidate.

How to apply

Apply online via Decipher Group's Opportunities page. To discover more about Invercargill City Council, visit www.icc.govt.nz

For a confidential discussion about the role, contact Lisa Edwards, lisa@deciphergroup.co.nz, 021 240 4410.

Applications close: Tuesday 22nd September

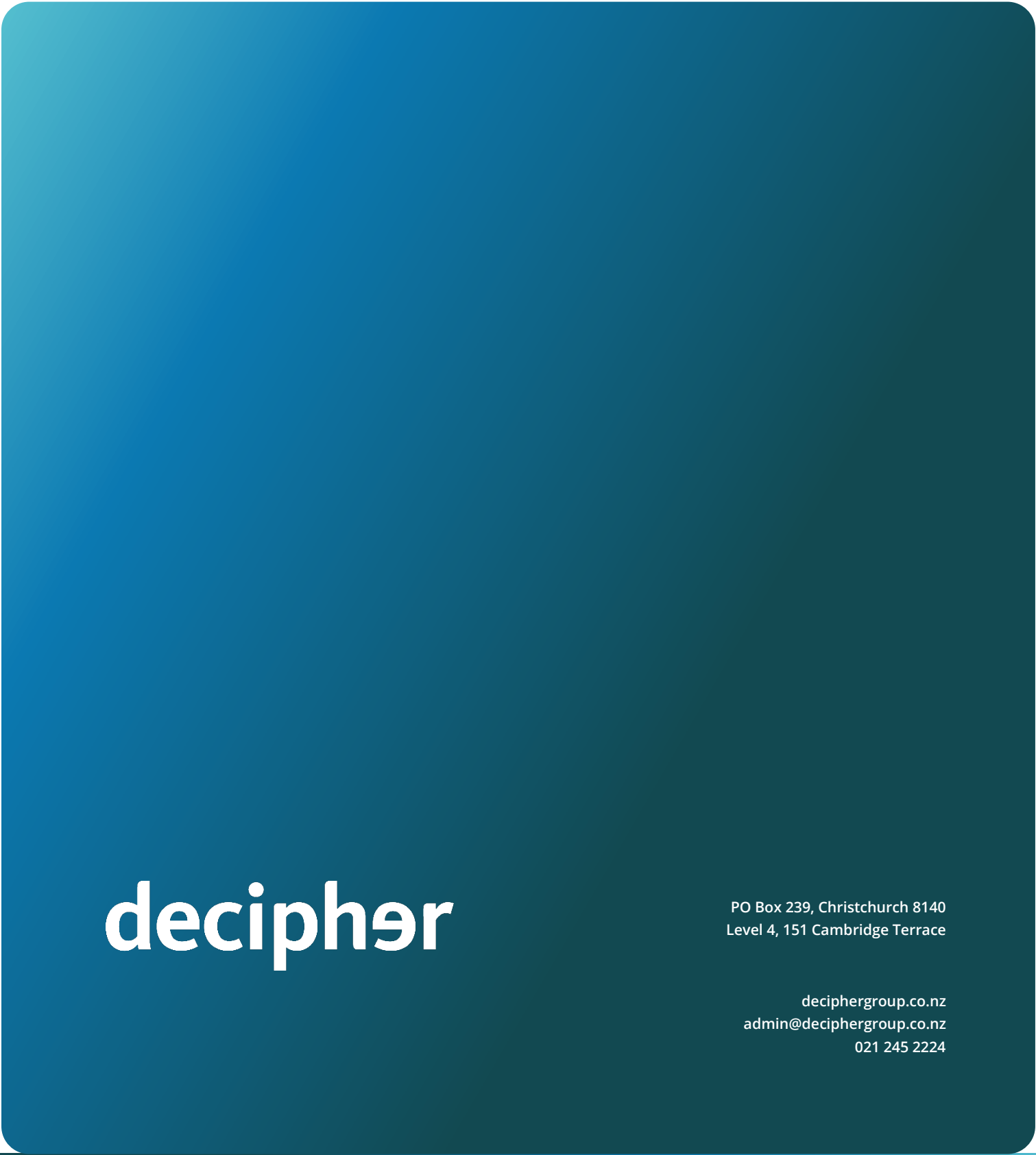


Please do not email us your CV and Cover Letter. Please use the *Apply Now* link on our website.

Our Diversity, Equity and Inclusion Statement

Decipher Group cares deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.



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