Te Kaunihera o Te Hiku o te Ika
Far North District Council

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Waters Asset Manager

Infrastructure Strategy Group

Your contribution at the Far North District Council helps us achieve our Mission –
Creating Great Places and Supporting our People

PURPOSE OF THE POSITION

To deliver an effective asset management service across Water Services (water supply and wastewater).

To deliver strong and forward-looking asset management and lifecycle planning.
This position reports to the Manager – Asset Management

HOW THIS POSITION CONTRIBUTES TO ACHIEVING OUR MISSION

The key accountabilities of this position are:

- Manage Council's water supply and wastewater assets, developing asset assessment and management plans as key documents.
- Assist in development, implementation and maintenance of GIS and asset data systems.
- Develop Business Cases and briefs for future capital projects.
- Ownership, update and implement an asset management improvement programme.
- Develop and manage condition assessment programmes and deliverables.
- Develop capital / renewal programmes.
- Deliver excellent customer service to all external and internal customers.
- Asset condition, performance and valuation assessment and identification of critical assets
- Ensure water supply and wastewater are accurate and kept up to date.
- Keep up to date with / identify new and emerging technologies that could be applicable to local problems and opportunities.
- Contribute to the Long-Term Plan, Annual Plans, Engineering Standards and other plans.
- Where required, provide advice and input to assist transition of water supply and wastewater services to Northland Waters / Ngā Wai o Te Tai Tokerau.
- Assist in the preparation of bylaws, policies and submissions on standards or policies.
- Contribute to the renewal of existing resource consents and monitoring requirements.
- Engage and manage external professional service providers and contractors

Additional accountabilities are:

- Respond promptly and courteously to customer enquiries.
- To act proactively to ensure no one is injured at this workplace.

What we all do

- Live our Values – Integrity, Professionalism, Manaakitanga
- Demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of Te Tiriti o Waitangi obligations
- Enact Te Pae o Uta, the Te Ao Māori framework to achieve our goals.

- Have a commitment to health and safety as detailed in our policies and guidelines and as defined by the Health and Safety at Work Act 2015
- Demonstrate leadership in health, safety, and wellbeing.
- Actively contributing towards fostering a positive health, safety, and wellbeing culture across the organisation
- Continually look to improve the customer experience by seeking feedback and demonstrating you set a date and promise that you deliver on
- Demonstrate innovation by being solution-focussed to ensure positive outcomes, enhancing Council's reputation
- Other tasks/projects as may be delegated from time to time
- Assisting as required in the response and recovery efforts during civil defence emergency events, and participation in relevant emergency management training to maintain Councils readiness

ABOUT YOU

We're looking for someone who brings:

- Bachelor of Engineering or equivalent engineering qualification.
- At least five years' experience in Water Services (with a focus on water supply and wastewater).
- At least five years' experience in the development of asset management plans.
- Financial understanding of accounting for infrastructure assets and development contributions.
- An understanding of data analytics and asset management systems.
- Advanced proficiency in Microsoft Office packages (Word, Excel and Outlook) and related technology in the Assets subject area.
- Well organised, able to prioritise and work to deadlines.
- Proven written and oral communication skills.
- Highly developed documentation, report and workflow process writing skills.
- Proven interpersonal skills and ability to obtain collaboration and cooperation.
- Ability to relate to a wide range of people both internally and externally.

ABOUT US

Working at FNDC is an awesome responsibility and privilege. Our employees are critical to our mission, regardless of the role they carry out. Our Values guide how we do our job, and keep us passionate about creating great places and supporting our people –



Integrity

Trust, honesty, transparency, reliability, ethical, fairness, openness



Manaakitanga

Teamwork, empowerment, empathy, āwhina, unity, support, courtesy, respect



Professionalism

Consistency, tikanga, motivation, ownership, positivity, innovation, collaboration

WHAT IT MEANS TO BE A FNDC EMPLOYEE

At Far North District Council we strive to be progressive where we embrace agility, innovation and are results driven. Our employees have a high work ethic where importance is given to instructive feedback and a commitment to personal development. Below outlines Council's desired workforce attributes.

Business First, Digitally Supported

You will join us on our digital journey, embracing technology in all its forms incorporating our hybrid working model

Communication and Influence

Your style allows you to communicate with diverse groups in a clear and concise manner. You have a willingness to influence and collaborate with others.

Problem Solving

A thoughtful yet efficient decision maker by assessing situations quickly and taking informed, timely action. You enthusiastically take responsibility for problem solving by focusing on achieving tangible outcomes. You are concerned with quality and quantity of output.

Relationship Management Style

You have the ability to adjust your working style to different work situations and stakeholders, with a customer first approach. You exhibit good judgment, showing a willingness to collaborate or compromise when necessary to maintain objectives.

WHAT IT MEANS TO BE A FNDC PEOPLE LEADER

Leadership at the Far North District Council (FNDC) is based on the following principles: **Own It, Keep It Real & Can-Do Attitude**

Own It

Leaders understand what we are accountable and responsible for and then we make it happen

- Providing clarity on what matters most
- Managing change, seeking continuous improvement
- Making effective decisions.

Keep It Real

Trust is the foundation of good leadership. We are considerate, reliable and honest

- Leading my team is the priority, with ongoing engagement and motivation
- Displaying positive leadership, instilling trust
- Developing others to learn and adapt.

Can Do Attitude

Leaders find ways with their teams to make things happen. We identify quick wins to create confidence and forward momentum

- Working collaboratively across Council
- Be proactive and solutions focused
- Adapts style and approach to achieve effective outcome.