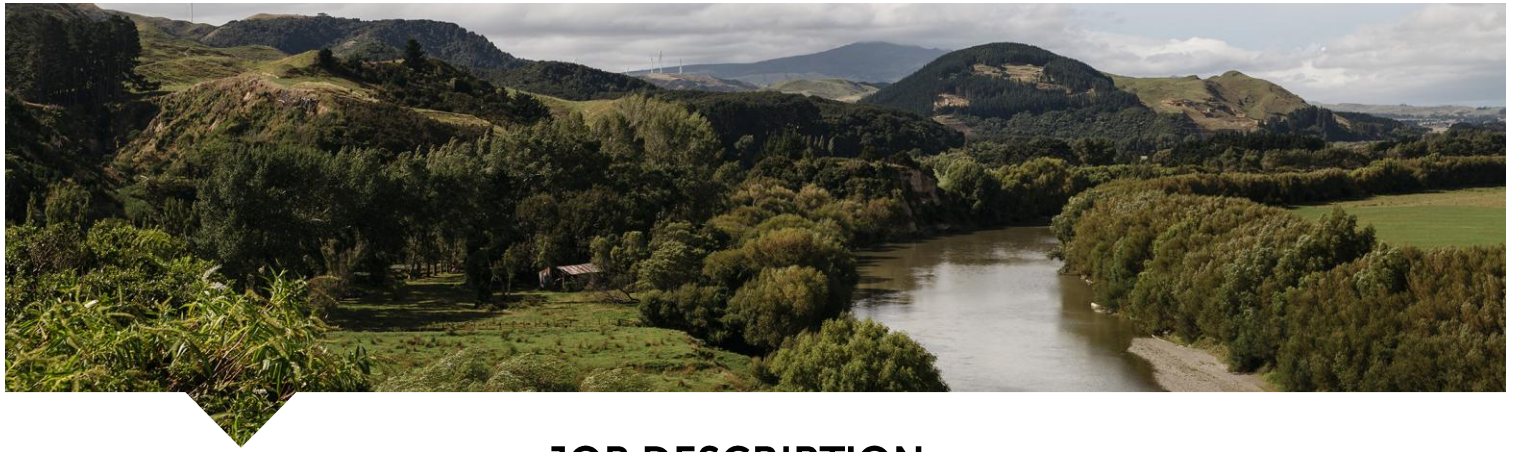
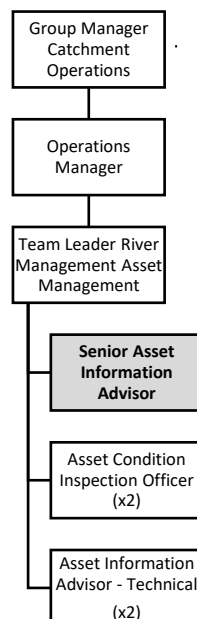




JOB DESCRIPTION

Job Title:	Senior Asset Information Advisor
Work Unit:	River Management Team, Catchment Operations (CO) Group
Responsible to:	Team Leader River Management Asset Management
Responsible for:	No direct reports. Will regularly be responsible for supervision of contractors and projects relating to the delivery of asset management. At times may be required to deputise for the Team Leader River Management Asset Management.
Position purpose:	This role provides senior asset information support for River Flood Protection and Drainage assets, enabling effective delivery of the River Flood and Drainage activity. The Senior Asset Information Advisor mentors team members, leads projects, builds trusted relationships with internal and external stakeholders, and supports asset, operational, works and infrastructure planning through effective use of asset information, works tracking, financial, reporting and geospatial systems.
Salary:	\$89,083 (85%) – \$104,804 (100%) <i>Indicative pay range</i>
Date:	October 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Government departments - Territorial local authorities - Local and rural communities - General public - Iwi/hapū - Contractors/consultants - Scheme ratepayers - Scheme liaison committees - Interest groups - Business and agricultural sectors	- Team Leader River Management Asset Management - Operations Manager - Group Manager Catchment Operations - Other River Management and Catchment Operations staff - Technical and administration staff - Corporate Services group staff - Finance team - Information Services team - Communications team - Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Team Development and Support	
- Providing technical advice and guidance to the team, promoting best practice and supporting high-quality river management asset management outcomes. - Supporting the development of team capability through coaching, mentoring, knowledge sharing, and on-the-job training. - Providing liaison, support and feedback to the Team, the Team Leader River Management Asset Management and the Operations Manager. - Providing leadership and support for high profile, complex and challenging issues. - Promoting a culture that reflects the organisation's values, customer focus and excellence objectives. - Providing operational leadership and undertake Team Leader River Management Asset Management responsibilities during periods of absence or as delegated.	- Team members receive appropriate technical advice, coaching and support to assist them in achieving quality outcomes. - Team capability is continually enhanced, with staff demonstrating increased knowledge, skills, and confidence in their roles. - Information is communicated effectively between the team, the team leader and the manager, supporting informed decision-making and coordinated delivery. - Complex, high profile and challenging issues are managed proactively and resolved effectively, with appropriate support provided to the team. - Behaviours that reflect the organisation's values, customer focus and commitment to excellence are demonstrated and promoted. - Team performance, service delivery, and key priorities are maintained during Team Leader River Management Asset Management's absence.
2. Project Management and Leadership	
- Leading or contributing to strategic initiatives, projects and work programmes within the River Management Asset Management team, Operations team, CO Group and/or wider organisation. - Taking a lead role in facilitating advisory groups or steering committees, and scheme committees. - Maintaining a high level of technical expertise over core responsibilities. Keep up to date with emerging trends within River Management Asset Management policy and research and provide leadership within these	- Effective leadership and input to projects and initiatives is provided, contributing to the achievement of agreed objectives, timeframes and quality standards including desired environmental outcomes. - Committees and Advisory groups operate effectively, with clear communication, productive engagement and agreed actions progressed. - Technical expertise is maintained and recognised within the organisation through being asked for advice or being sought for project teams.

areas to the Operations team and wider organisation. ▪ Developing and maintaining productive professional networks with relevant internal stakeholders. ▪ Supporting the Team Leader River Management Asset Management in the coordination, development and day-to-day support of Asset Information Advisors and Asset Condition Inspection Officers as required. ▪ Contributing to the development of technical capability through mentoring, coaching and training other Catchment Operations, Council staff and/or other stakeholders.	▪ Effective professional relationships are maintained, enabling knowledge sharing, collaboration and access to specialist expertise. ▪ The Team Leader River Management Asset Management is effectively supported, and staff receive appropriate and timely guidance and assistance to perform their roles effectively. ▪ Technical knowledge and expertise are effectively shared through mentoring, coaching, training and knowledge transfer activities.
3. Asset Management	
▪ Leading the development, implementation and reviews of operational procedures and plans, and the asset management plan (AMP). ▪ Supporting the development of the Infrastructure Strategy. ▪ Applying legislation, policy guidelines, organisational practice, and industry best practice to asset management decisions and recommendations. ▪ Providing expert advice and support on asset lifecycle management, including valuation, depreciation, additions/disposals, capitalisation, renewals, and insurance. ▪ Assisting Operations teams with asset-related budgeting and financial planning and forecast reporting. ▪ Providing advice and guidance on asset performance, risk assessment, asset condition assessment, and resilience. ▪ Supporting the team to develop and maintain asset management gap analysis and maturity assessments. ▪ Supporting the Operations teams to develop and maintain work programmes aligned with Annual Plans and Long-term Plans (LTP). ▪ Implementing national asset management standards.	▪ Transparent asset management standards and practices are implemented. ▪ Operational procedures and plans and the Asset Management Plan are reviewed and updated on schedule to reflect stakeholder service level expectations and meet statutory requirements, and meaningful input is provided into the development and review of the Infrastructure Strategy. ▪ Advice, recommendations and decisions are evidence-based, align with relevant requirements, and support sound asset management outcomes. ▪ Asset lifecycle information is accurate, current and supports effective planning, reporting and decision-making. ▪ Asset-related financial information is provided accurately and within required timeframes to support planning and reporting processes. ▪ Asset management risks, performance issues and renewal needs are identified and communicated to support informed decision-making. ▪ Asset management gaps, opportunities and improvement actions are identified and monitored. ▪ Work programmes are monitored and tracked to ensure targets are met. ▪ National asset management standards are incorporated into asset management practices, processes and documentation.

4. Data Management, Advisory and Reporting	
▪ Preparing analysis and reports on infrastructure assets to meet Council LTP, Annual Report, Council items, and audit requirements. ▪ Preparing asset information to inform scheme committee and other presentations. ▪ Preparing responses to ad hoc data requests and Local Government Official Information and Meetings Act (LGOIMA) requests relating to asset information. ▪ Working collaboratively with other staff to identify and resolve quality, data management and reporting problems and recommending and/or implementing improvements as necessary. ▪ Providing peer review support and mentoring to others in the team to promote accurate and timely reporting.	▪ Reports are delivered accurately, consistently and within required timeframes. ▪ Stakeholders have the relevant data and information that they need to make informed and accurate decisions within required timeframes. ▪ Delivered information is timely, accurate, robust, concise and presented in an appropriate form for the target audience. ▪ Continuous improvement is demonstrated with respect to availability, reliability and trustworthiness of asset information. ▪ Peer review and knowledge-sharing activities contribute to the accuracy, consistency and quality of reporting outputs.
5. Asset Information Systems	
▪ Leading the ongoing development and enhancement of the Asset Management Information System, geospatial data and other systems. ▪ Coordinating and maintain linkages between asset management systems and operational procedures and plans. ▪ Contributing to system improvement, development and implementation, including identifying requirements and enhancement opportunities. ▪ Provide technical advice and support to system users and promote consistent system practices. ▪ Contribute to the development of system user capability through training, coaching and knowledge sharing.	▪ Data and systems are managed in accordance with agreed procedures, with appropriate user support provided. They are fit for purpose and support operational and strategic decision making. ▪ Clear linkages are maintained between plans and operational activities with information flowing effectively to support accurate planning and reporting. ▪ Users receive timely support and guidance, and systems are used consistently and effectively. ▪ Appropriate guidance, training and knowledge-sharing activities support effective system use across the organisation.
6. Corporate Contribution	
▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management training and activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	▪ Appropriate training and development undertaken as agreed. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.

PERSON SPECIFICATION

Qualifications

- Bachelor's degree in an appropriate natural or information sciences discipline (e.g., environmental science, data or information management, or asset management) or equivalent significant experience in an appropriate natural or information sciences discipline.
- A current "Class 1 - with no restrictions" motor vehicle licence

Knowledge/Experience

Essential:

- At least five years' work experience in a related field.
- Excellent inter-personal skills and proven ability to mentor others (e.g. field inspectors, information advisor team members, inter-disciplinary project teams).
- Proven project management skills.
- Proven ability to apply information to operational planning, asset lifecycle management and asset management plan development and implementation (knowledge and technology transfer).
- Relevant and comprehensive report writing or publication record suitable for a regional government audience.
- Competence with financial and analytical / statistical software and data management systems.

Highly desirable:

- Experience in the application of GIS and/or spatial data capture programmes (ArcGIS, Esri Field Apps).
- Experience in production of reports and the art of presenting data with a contextual narrative.
- At least two years' regional government experience or equivalent.
- Good working knowledge of river management practices.

KEY JOB COMPETENCIES

Expert Knowledge

- Natural resource management: River Management asset management
- Reasoning and problem solving
- ISO55001 knowledge/experience.
- Project management

Advanced Knowledge

- Communication skills
- Reporting and data analysis
- Asset lifecycle management: operational planning and asset management plans
- Financial reporting and associated accounting principles
- Report writing and presentation skills
- Project management (including financial management)
- ESRI GIS and data management
- Coaching/mentoring staff

Working Knowledge

- Resource Management Act
- Microsoft suite
- Spatial and Statistical software packages
- Database management
- Time management
- Safe work practices

Awareness

- Sensitivity to differing cultural perspectives.
- Community awareness
- Political awareness

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations).
- Agile and forward thinking, with the ability to think strategically.
- Proactive in identifying opportunities to add value through innovative thinking, continuous improvement and applied research.
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A natural collaborator and a team player, with a positive approach to change.
- Able to relate to and engage positively with a wide range of people, including operations staff and Governance.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

Approved: _____ (Manager) Date: ____/____/____

Read and Understood: _____ (Incumbent) Date: ____/____/____