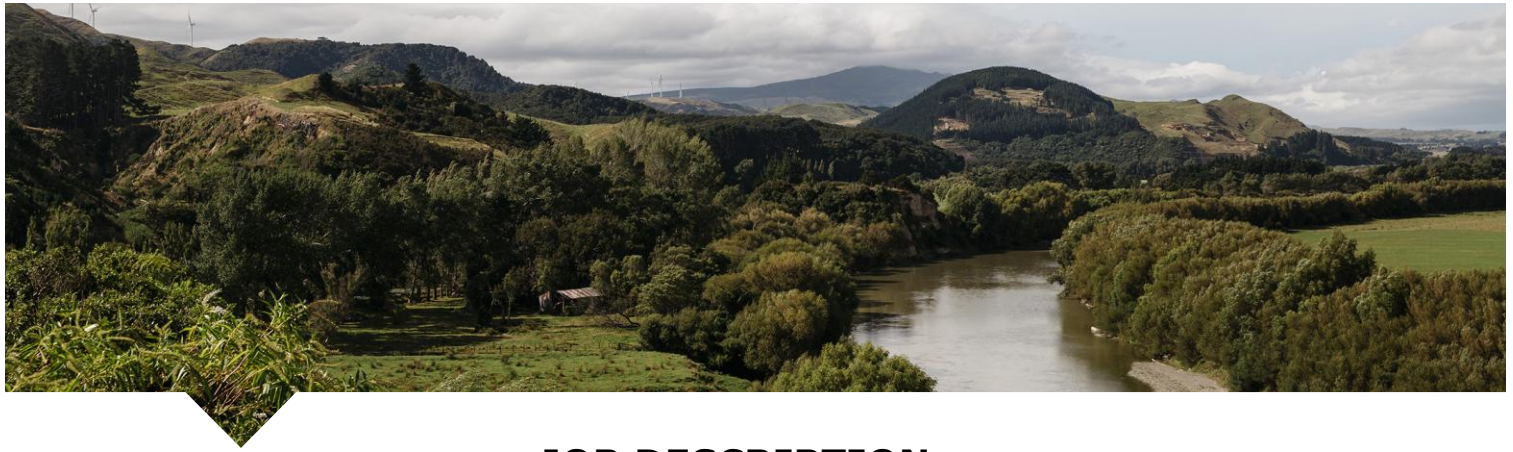




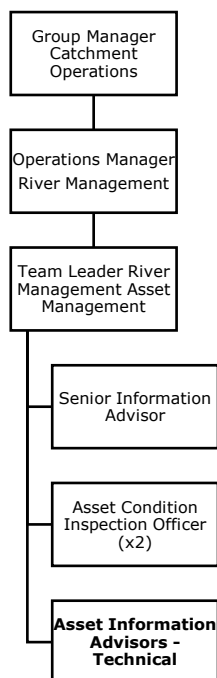
JOB DESCRIPTION

Job Title: Asset Information Advisor - Technical
Work Unit: Catchment Operations Group
Responsible to: Team Leader River Management Asset Management

Position purpose: This position will provide geospatial (GIS) analysis and data support for our River Management Operations teams who work across the region. This support will contribute towards continuous improvement and efficiency gains in the management of our river and drainage infrastructural assets and operational work programme that provide vital flood protection to our community.

Salary: \$72,701 (85%) - \$85,531 (100%)
Date: October 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Contractors and Consultants - Central Government/ Local Authorities/Territorial Authorities - Special Interest Groups - General Public	- River Management Operations team - Catchment Operations group information staff - Group Manager - Corporate and Governance Group staff - Finance team - Information Management Team (IM) and IT team - Other Horizons staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Technical	
- Gathering and maintaining River Management Operations data according to operating procedures with a focus to ensuring accurate and complete data sets are maintained. For example to report on Annual Plan targets and Councils River and Flood protection Activity assets. - Develop and maintain standardised data operating procedures. - Using ArcGIS (ESRI) and other software products including Asset Management Information System (AMIS) to manage geospatial and time series data; ensuring databases contain the agreed information. - Undertake data validation, quality assurance archiving and audit activities. - Training, and coordinating with, field staff to improve data management and reporting. - Provide technical support and technical solutions to staff, Executive and contractors as requested. - Contributing to the development and continuous improvement of data management within Horizons. - Initiate and lead continuous system and reporting improvements relating to asset management processes.	- Data management is undertaken in a timely and accurate manner to maintain up to date, accurate and complete datasets to inform reporting. - Operating procedures are developed in a timely manner, are accurate and maintained. - Provide timely authoritative advice for requests as required. - Technical support and solutions are based on sound technical knowledge. - Appropriate reports are received in a timely manner to agreed standards. - Field staff improve their reporting capability. More filed recorded data arrives without need for rework. - Continuous improvement options are identified and actioned where appropriate. - Data is managed as an organisational asset in accordance with best practice and legislative requirements. - Improvement options contribute to increased accuracy and efficiency.
Reporting	
Motivate and influence staff to proactively provide information to inform reporting. For example working with field staff to ensure timely accurate asset condition data provision into the appropriate systems which pull data for reporting purposes.	- Data is entered in a timely manner and meets organisational reporting requirements. - Staff understand how their work contributes to the work of others and the wider organisations' strategies and goals.

Provide and contribute to regular and ad-hoc technical reports on the progress of the River and Drainage activity through interrogation of databases and liaison with other staff.	- Management and/or Council are satisfied with the quality and timeliness of reports provided. - Reports are timely and accurate and meet Management and other customer expectations. - Reports are accurate and informative and help inform decisions.
Advisory	
- Provide advice and support to Catchment Operations staff and other staff using Horizons data systems and develop their capability through use of mapping, recording and reporting programmes. - Contributing to the development of Horizons plans and strategies where required. - Provide similar support to contractors or other teams as required.	- Advice and support is effective and supports the achievement of River Management and Horizons wider objectives. - Staff and contractors are satisfied with the timeliness of the advice and support provided. - Staff and contractors have the information and knowledge to effectively manage data.
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 (eg. Timesheets, vouchers, reporting). - Report and where appropriate action any wider non-conformance with Council plans or policies (e.g. obvious non-compliance with Council rules).	- 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

Essential

- A completed relevant tertiary qualification to degree level, or An undergraduate qualification in a relevant discipline, such as a tertiary certificate, diploma or partially completed degree and at least two years practical experience, or 5 or more years direct industry experience in a relevant data management and/or an environmental management discipline.
- A current full driver's licence (class 1).

Knowledge/Experience

- Experience in database management, reporting and programming.
- Highly competent in relevant information technology.
- Knowledge of asset management, and the Horizons river and drainage activity.
- Able to work effectively and collaborate with a wide variety of internal stakeholders and meet customer's expectations.
- Some knowledge of and ability to understand financial reporting and budgets.

KEY JOB COMPETENCIES

Advanced Knowledge

- GIS experience preferably in ArcGIS and Esri Field Apps.
- Data management skills.
- Competent in Microsoft Office packages.
- Skills in building reports (excel, PowerBI) and the art of presenting data with a contextual narrative.

Working Knowledge

- Programming skills (python, SQL).
- Problem solving/solution focus.
- Project/control practices.
- Managing customer expectations.
- Safe work practices.

Awareness

- Sensitivity to differing cultural perspectives.

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

- Time management skills
- Organised, systems thinker.
- Able to work effectively with minimum supervision.
- Excellent Communication skills (verbal and written).
- Able to relate to a wide range of people.
- A reasonable standard of physical fitness (able to perform all tasks associated with the position).
- Encourages collaboration, leading by example.
- The ability to build and maintain effective working relationships.

OTHER REQUIREMENTS

Be prepared to:

- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.
- 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.



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: ____/____/____