

JOB DESCRIPTION

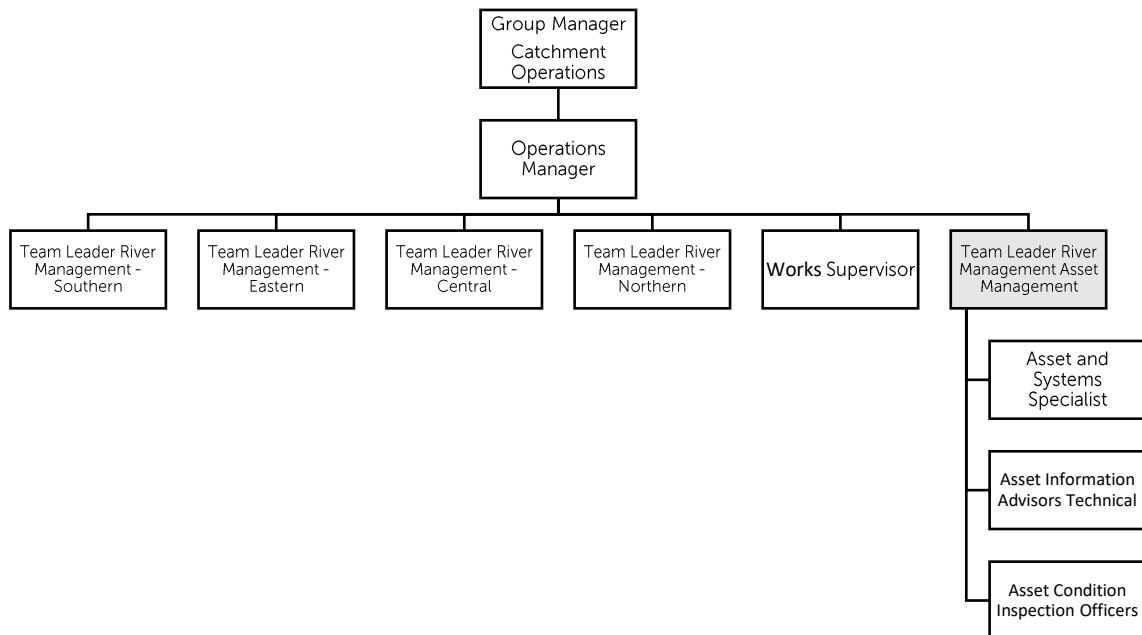
Job Title: Team Leader River Management Asset Management
Work Unit: Catchment Operations Group
Responsible to: Operations Manager

Position purpose:

- Lead asset management for the Catchment Operations Group, including River Management and Flood Protection Assets.
- Ensuring asset management processes are completed to a high standard including asset inspections, information management, reporting and coordination within the group around asset management and the broader Catchment Operations Group's works programme.

Salary: \$102,214 (85%) - \$120,252 (100%) *Indicative pay range*
Date: May 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Consultants ▪ Audit ▪ Asset Management peer group ▪ Special Interest Groups ▪ Territorial Local Authorities ▪ Iwi/hapu 	<ul style="list-style-type: none"> ▪ River Management and Flood Protection Activity staff ▪ Catchment Operations Group staff ▪ Corporate & Governance Group staff ▪ Finance team ▪ Councillors

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Leadership and People Management	
<ul style="list-style-type: none"> ▪ Demonstrate the ability to influence and lead others to unite and move towards achieving common goals. ▪ Prioritise and organise work to meet conflicting demands of a diverse team ▪ Identify and progress change initiatives to support others in an environment of change. ▪ Provide leadership to both reporting staff and on occasion other staff within the Group. ▪ Participating fully in the performance management process working with staff to develop, monitor and review work performance. ▪ Promote a culture that reflects that organisation's values, customer focus and excellence objectives. ▪ Develop staff capability. ▪ Set work programmes and priorities for staff in accordance with organisational and Group goals. ▪ Manage significant personnel and performance issues as required. ▪ Assisting with the recruitment of new staff. 	<ul style="list-style-type: none"> ▪ Staff are motivated and engaged. ▪ Tasks are carried out to the required standard. ▪ Standardisation is accomplished throughout all teams. ▪ Opportunities for improvement are identified and actioned. ▪ Staff have a clear understanding of their work objectives. ▪ Staff training and development programmes are agreed to and completed in a timely manner. ▪ Staff exhibit behaviours that reflect the organisation's values and customer focus. ▪ Personal and performance issues are managed in a timely and appropriate manner. ▪ Performance development and reviews indicate that staff have the requisite expertise and carrying out their tasks to the required standard.
Asset Management	
<ul style="list-style-type: none"> ▪ Implement, develop and review asset management plans (AMP) and Infrastructure Strategies. <ul style="list-style-type: none"> ▪ Make decisions based on legislation, policy guidelines, organisational practice, and industry best practice. ▪ Provide expert advice and support on asset valuation, depreciation, condition assessments, additions/disposals, renewals, and insurance. ▪ Manage team budgets and financial planning. 	<ul style="list-style-type: none"> ▪ Transparent asset management standards and practices are implemented. ▪ Asset Management Plans and Infrastructure Strategies are reviewed on schedule to reflect stakeholder service level expectations and meet statutory requirements. ▪ Renewal programmes are developed and maintained. ▪ All Catchment Operations teams are appropriately trained and supported. ▪ Work programmes are monitored and tracked to ensure targets are met.

<ul style="list-style-type: none"> ▪ Provide guidance on asset performance, renewal programmes, and resilience. ▪ Develop work programmes aligned with Annual Plans and Long Term Plans (LTP). ▪ Implement national asset management standards. ▪ Establish training requirements and develop training programmes for teams. 	<ul style="list-style-type: none"> ▪ Represent HRC at national workshops and ensure standards are implemented.
Asset Management Reporting	
<ul style="list-style-type: none"> ▪ Prepare reports on infrastructure assets to meet Council LTP, Annual Report, and audit requirements. ▪ Conduct asset management gap analyses. ▪ Design and complete reporting for to Council and other audiences (including quarterly reporting). ▪ Develop and deliver asset management presentations. ▪ Develop and manage asset management maturity assessments. 	<ul style="list-style-type: none"> ▪ High-quality reporting of asset information is achieved. ▪ Asset valuation is undertaken at appropriate intervals to meet audit requirements. ▪ Performance measures reflect stakeholder expectations, and reporting accurately represents the condition of critical asset components. ▪ Council reports are to a high standard, up-to-date and completed in a timely manner.
Asset Management System Support	
<ul style="list-style-type: none"> ▪ Manage the development and ongoing enhancement of the Asset Management Information System (AMIS), AGOL and other systems. ▪ Coordinate linkages between asset management systems and operational plans. ▪ Liaise with Information Services on system improvements, requirements, and developments. ▪ Develop and implement Standard Operating Procedures (SOP's) for systems and programmes to ensure standardisation is achieved. ▪ Manage and support the development and implementation of scheme dashboards to improve visibility on asset management performance. 	<ul style="list-style-type: none"> ▪ AMIS, AGOL and other systems are managed in accordance with agreed procedures, with appropriate user support provided. ▪ Clear linkages are maintained between the Infrastructure Strategy, Asset Management Systems, Asset Management Plans, Operations Manuals, and the LTP. ▪ Work with Information Services to develop and implement a roadmap for system improvements and enhancements. ▪ Ensure that systems training is done on SOP's and that all Teams are standardised across the Catchment Operations Group. ▪ Scheme dashboards are accurate and provided in a timely manner to the group manager and wider team.
Health and Safety Management	
<ul style="list-style-type: none"> ▪ Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. ▪ Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. ▪ Promote and support the safe and early return to work of injured employees. 	<ul style="list-style-type: none"> ▪ All staff are trained in appropriate safe practices, procedures and emergency preparedness. ▪ All accidents involving staff or contractors are reported and investigated in a timely manner. ▪ Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area.

<ul style="list-style-type: none"> ▪ Ensure hazard management plan review is undertaken annually for your team. ▪ Ensure all hazards are identified and steps are taken to mitigate them. ▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> ▪ Hazard management processes are reviewed annually and implemented and monitored for your team. ▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas. ▪ All staff are provided with, and trained in, the use of appropriate PPE. ▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. ▪ A high level of health and safety awareness is evident in all activities.
Corporate Contribution	
<ul style="list-style-type: none"> ▪ 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). ▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed with the Chief Executive. ▪ 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. ▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.

PERSON SPECIFICATION

Qualifications

- A relevant bachelor's degree is essential plus relevant experience.
- An Infrastructure Asset Management Diploma is preferred but not essential.
- A current Full NZ Class 1 Driver's Licence.

Knowledge/Experience

- Minimum of 5 years' experience of asset management.
- ISO55001 knowledge/experience.
- Good communication skills, ability to work with a broader team to coordinate activity to deliver on the collective work programme.
- Experience in team, budget and programme management.
- Good knowledge of the Health and Safety in Employment Act 1992.
- Knowledge of the statutes applicable to local government.

KEY JOB COMPETENCIES

Expert Knowledge

- Asset management and associated accounting principles

Advanced Knowledge

- Computer literacy (a high standard is essential)
- Time/Project management
- Quality Assurance, quality management systems
- Best practice around asset management.
- Safe work practices
- Time/project management
- Financial management

Working Knowledge

- Contract management/documentation
- Staff management

Awareness

- Understanding and sensitivity to cultural perspectives other than one's own

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.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Have a high standard of written and verbal communication
- Be self-motivated and display a responsible, committed attitude to work and to the organisation
- A commitment to the principles of Quality Assurance
- An acceptance and ability to deliver the principles of good customer service

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: ____/____/____