

## JOB DESCRIPTION

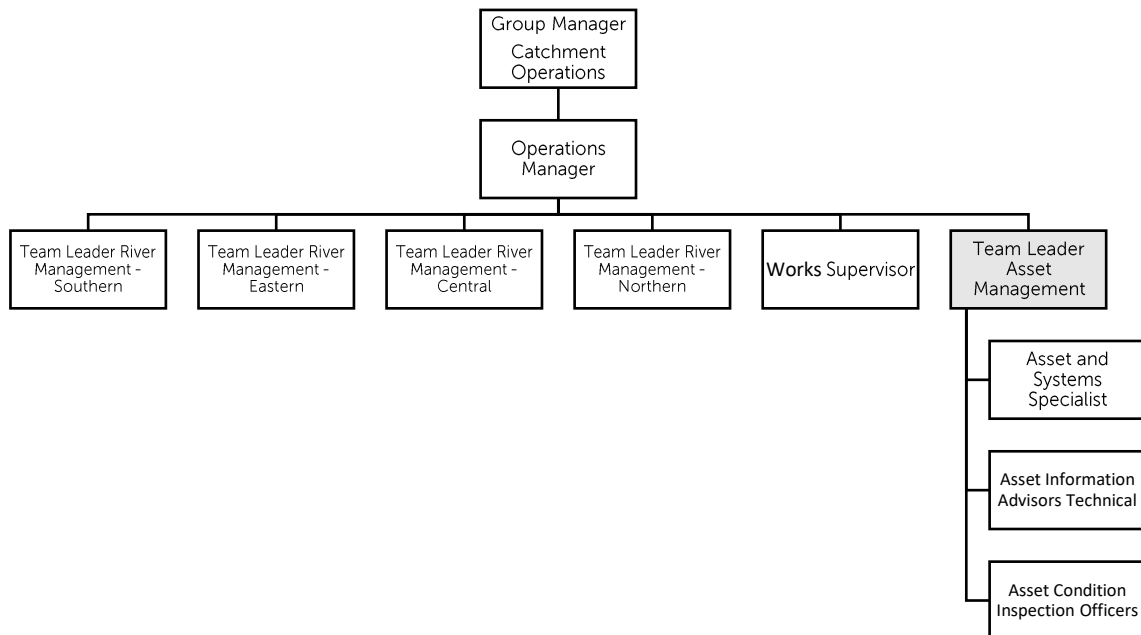
**Job Title:** Team Leader Asset Management  
**Work Unit:** Catchment Operations Group  
**Responsible to:** Operations Manager

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

## KEY RESULT AREAS

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

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

<ul style="list-style-type: none"> <li>▪ Ensure hazard management plan review is undertaken annually for your team.</li> <li>▪ Ensure all hazards are identified and steps are taken to mitigate them.</li> <li>▪ Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard management processes are reviewed annually and implemented and monitored for your team.</li> <li>▪ All staff and contractors are aware of all hazards relating to their relevant work practices and areas.</li> <li>▪ All staff are provided with, and trained in, the use of appropriate PPE.</li> <li>▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller.</li> <li>▪ A high level of health and safety awareness is evident in all activities.</li> </ul>
<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake Performance Development tasks/responsibilities.</li> <li>▪ Undertake Health and Safety tasks/responsibilities.</li> <li>▪ Participate in emergency management training and activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).</li> <li>▪ Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed with the Chief Executive.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> <li>▪ BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.</li> </ul>

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_