

POSITION DESCRIPTION

SENIOR ASSETS & INFORMATION SPECIALIST

POSITION OVERVIEW

Location	Masterton
Business unit	Infrastructure and Assets
Reporting to	Compliance, Assets and Projects Manager
Direct reports	Nil
Delegated responsibility	Nil
Salary range	SP10 Grade 18

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional, and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community and we are focused on both 'what', and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying coming to work is important!

We want to be the best provincial council in New Zealand.

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

HĪKINA TE MĀNUKA	By figuratively lifting the mānuka we show that we are responding and rising to challenges by being innovative , hard-working, and collaborative .
MANA TĀNGATA	Our organisation recognises the diversity and individuality of each of our staff members. We act with integrity and respect each other's lived experiences and the value they bring to the workplace.
HE TOA TAKITINI	Every staff member is a crucial part of the team that makes up Masterton District Council. We trust and support each other to succeed by drawing on our collective strengths.

TE TIRITI O WAITANGI

The Treaty of Waitangi

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation, and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY BUSINESS UNIT

The Infrastructure and Assets Business unit:

The Infrastructure and Assets Group is responsible for all of Council's open spaces, facilities, and major operational and infrastructural assets, including roads, and water and wastewater pipes and treatment plants.

The teams that sit within the Infrastructure and Asset department consists of:

- 3 Waters Services
- Rooding Services
- Solid Waste
- Capital Projects
- Property, Parks, and Aerodrome
- Fleet Management

MY TEAM

The Compliance, Assets & Projects team:

The Compliance, Assets & Projects team operate within the Infrastructure and Assets Group. The Team has overall responsibility for compliance monitoring and reporting (including contracts), asset management and the delivery of infrastructure and physical asset projects.

MY ROLE

The Senior Assets & Information Specialist role is responsible for but not limited to:

- Having a strong focus on the asset management system and ensuring asset management plans are in place for each activity and reflect the current state of MDCs assets through utilising asset data and information from the Asset Management System (including Rooding over time).
- Work with the rooding team to transition the core asset management components of the Rooding Asset Management system across to this role.
- Manage the implementation of the geographical information system (GIS) to seamlessly integrate with other systems and is utilised to produce maximum benefit for ongoing planning with a focus on moving Council from reactive work to planned and scheduled programmes.

- Producing asset management reports to feed into the various council outputs, plans, and decision-making processes.
- Contribute to establishing Budgets, Monitoring Programs and Projects of all Council infrastructure assets using Council systems.
- Be accountable for the quality, quantity and frequency of data being collected in the asset management systems.
- Processing As-Built drawings, finder diagrams and all geospatial data through the various council systems.
- Progressing GIS maturity within council to ensure it can be utilised through times of emergencies across the Wairarapa.
- Ensuring GIS is kept up to date with most accurate information. Undertaking gap analysis work to identify where data gaps are present and strategising with the Compliance, Assets & Projects Manager on how to close the gaps.

MY KEY RESULT AREAS (KRAs)

Technical Asset Management

- Champion the asset management system, Adapt.
- Ensure a strong focus on asset management systems to enhance data accuracy, planning and decision-making processes.
- Technical advisor on the application of asset management methodology and practices such as asset critically, asset condition assessments, planned v reactive, whole of life costs, run to failure etc
- Production of asset data to inform decision making
- Work with operational staff to increase their level of understanding of asset management.
- Lead, manage and provide technical engineering expertise to develop activity management plans and prioritised improvement plans for assigned portfolio / Business Units.
- Work with the Infrastructure & Assets management team on the implementation and review of AMP's and associated Improvement Plans.
- Develop, Maintain, and Consolidate information to develop a 3 Water Network and Roding Infrastructure activity Management Plan.
- Provide Asset Management input into Strategic Development.

	<ul style="list-style-type: none"> • Respond to LTP Submissions from Community Groups, the Public and other Stakeholders as required. • Assist in the development and upkeep of effective Asset Maintenance Programs to ensure that the Council's Assets are maintained according to the governing Maintenance methodology. • Control assigned areas of Works Programs. • Work with the Compliance, Infrastructure & Assets Management Group to develop the annual capex programme • Assist in Project Reporting and preparation of Asset Condition Assessment Reports for Stakeholders. • Be associated, as required, with CIVIL DEFENCE for any exercise that might be organised in relation to this Council function. • Keep hydraulic models up to date and run as required. • Assist, support, and respond to, as reasonably required, any event where the Business Continuity Plan is activated. • Take responsibility for ensuring Council Information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy. • Assist the ICT team with transitioning system support to an external resource
<p>GIS</p>	<ul style="list-style-type: none"> • Effectively manage GIS implementation to ensure a seamless integration of GIS within the other systems. • Perform complex data analysis using ArcGIS and related extensions/add-ons, relational data bases and other software • Understands and applies the capabilities of council spatial and asset management systems to solve complex spatial and relational problems • Geographic Information Systems (GIS) meet the needs of the many stakeholders and users, including the public. High quality GIS service is provided. • Contribute to asset management system and GIS replacement system projects • Transitioning any new replacement systems occurs through a structured approach with no impact to users

	<ul style="list-style-type: none"> • Ensure high quality GIS & asset information is being collected in the appropriate system from As-Builts, Finder Diagrams etc • Feed into the District Plan review process, updating GIS with zone changes etc • Presentation of information and data is professional. • All asset data is collected in Council's GIS system as per Council operating procedures • Use query and analysis tools to extract, compile and combine data from the Council's various systems as required • Undertake and/or manage the verification of assets in the field through GPS, assessment tools and visual inspections • GIS training provided to internal users • Accurate and timely advice is provided to other Wairarapa Councils to support region-wide GIS services. • GIS is maintained as a key tool to support emergency management operations and emergencies.
<p>Project Work</p>	<ul style="list-style-type: none"> • Effectively manage assigned project work to ensure tasks are undertaken on time and within budget, monitor and report regularly to manage Risk and provide updates to key Stakeholders. • Ensure Documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with. • Work with project resources and the finance team ensuring year end capitalisation processes are followed and driven from asset management data
<p>Monitoring and Reporting</p>	<ul style="list-style-type: none"> • Review, Monitor and Report on activity or Projects as required by Manager. • Ensure any Written Reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Wellbeing

- Always ensure your own and the safety of others
- Comply with policies, procedures and safe systems of work
- Report all incidents/accidents, including nears misses, in a timely fashion
- Actively participate in the hazard management and identification process
- Escalate risk as per the Risk Management Policy

MY OTHER RESPONSIBILITIES

Self-Management, Training and Development

- Set realistic goals for own performance.
- Undertake change based on regular self-evaluation and feedback.
- Identify opportunities for personal and professional development and growth.
- Undertake both internal and external training identified as relevant to the role.

Policies and Procedures

- Comply with the Council's Code of Conduct, Staff Manual including its Policies and Procedures at all times.
- Ensure the implementation and compliance with the Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

Other duties

- All duties must be carried out to the prescribed timeframes, systems, quality, and standards and to the satisfaction of your (ELT) Manager.
- Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope of functions of the position. Duties and responsibilities can be amended from time to time to meet changing conditions.

Participate in the Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.
- Such other duties as may be required from time to time by your (ELT) Manager.

MY KEY RELATIONSHIPS

Internal

- Line Manager and ELT Manager
- Immediate Team
- Masterton District Council Staff

External

- Regional / District Health Board
- Tier 1 Contractors – Water Asset Management
- Significant Water Users
- NZ Roding Authority
- Tier 1 Contractors – Road Infrastructure Management
- Potential new Users
- Regional Council
- Industry Suppliers
- Emergency Services
- Community Groups
- Residents / Ratepayers of Masterton

MY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE

Qualifications, Skills and Experience

- Advantage but not essential Graduate Engineering Qualification in Civil or Environmental Engineering. Candidates with recognised Diploma in Maintenance Planning or equivalent Qualification in Civil Engineering and Construction
- Advantage but not essential Tertiary qualification–GIS, Cartography, Geography, Surveying, Information Management or previous experience (3-5 years) with Adapt, QGIS, ESRI or similar GIS or Microsoft SQL databases
- Understanding of GIS mapping, CAD, or similar software and SQL database systems
- Demonstrated experience related to Water, Stormwater and Wastewater Networks Assets in a Construction and Maintenance capacity will be advantageous
- Advanced data analysis skills
- Experience with developing Asset Management Plans and Infrastructure Plans
- Experience with hydraulic models

- Demonstrated experience and expertise with Transport Infrastructure Road Infrastructure Asset Management, RAMM Road Assessment Maintenance Management Data Platform [ThinkProject] Asset Documentation will be advantageous (or evidenced ability to upskill quickly)
- Demonstrated ability to undertake research and prepare Reports on a wide variety of Water and Wastewater Infrastructure Planning, Construction and Maintenance Projects.
- Demonstrated ability to work under general direction to carry out a variety of activities requiring the exercise of initiative and judgement in those areas where practices and directions are not clearly defined.
- Demonstrated capability in the use of Industry Standard Computer Software for personal Management and Business Applications (eg. Microsoft Suite – Outlook, Word, Access, Excel, etc.)
- Highly developed Time Management ability as applied to work, both individually and as a member of a Team.
- Specialist Asset Management and ability to gain competence in the use of GIS and Corporate Applications.
- Demonstrated ability in setting, monitoring and reporting on Work Programs and Workflows
- Demonstrated working knowledge of relevant Legislation such as the Work Health and Safety Act, the New Zealand Drinking Water Standards, and the Local Government Act.
- Demonstrated ability to understand unit processes and operations of the Water Network Services.
- A working understanding of Risk Management Principles.
- Demonstrated ability to build relationships with Internal Customers and Stakeholders as well as external Organisations involved in the supply, operation, maintenance, financing, and costing of Infrastructure

Competencies

- **CUSTOMER SERVICE ORIENTATION:** Making efforts to listen to and understand customers (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.
- **COMMUNICATION:** Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language structure or terminology both orally and in memoranda, letters and

	<p>reports to the characteristics and needs of the audience.</p> <ul style="list-style-type: none"> • WORKING CO-OPERATIVELY: Working effectively with others inside and outside the organisation; taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others. • HEALTH AND SAFETY: Committing to applying core safety knowledge, skills and attitudes to everyday work to optimise health and safety. Promoting safety through effective communication. Anticipating, recognising and managing situations that place individuals at risk. Recognising the occurrence of an incident or near miss, responding effectively to mitigate harm to individuals, ensuring proper reporting and preventing recurrence.
Personal Attributes	<ul style="list-style-type: none"> • Respectful, honest and open. • Operates with integrity, respecting diversity and other's needs. • Self-motivated with initiative. • Positively takes on challenges. • Takes accountability for own actions and works effectively as part of a team. • A strong communicator who can work collaboratively across a range of managers and teams.

POSITION DESCRIPTION AGREEMENT	
My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
General Manager, Infrastructure & Assets	1	New PD	June 2024
People and Culture Advisor	1.1	Update PD from proposed	July 2024

ATTACHMENT A

Place in organisation

