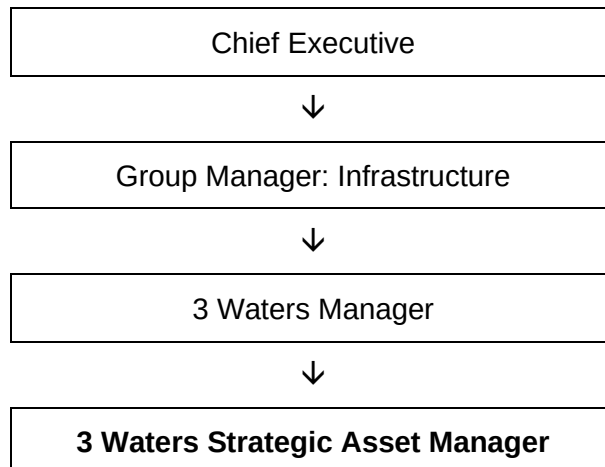


POSITION DESCRIPTION

Position:	3 Waters Strategic Asset Manager
Team:	3 Waters
Group:	Infrastructure
Responsible To:	3 Waters Manager
Responsible For:	Asset Manager - Drinking Water Asset Manager - Wastewater / Stormwater 3 Waters Asset Planner Team Leader 3 Waters Asset Data Management and Analytics

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, Programme Delivery Office and a professional services panel of consultants.

The purpose of this position is to lead the asset management function across 3 Waters working closely with other 3 Waters managers to manage our water, wastewater and stormwater assets. A key component will be focussing on understanding our assets, so we can appropriately initiate, define and scope new investment or renewals at the right time. Allowing our council and officers to make informed decisions on whether to maintain, renew or replace our existing assets.

Following Cyclone Gabrielle, Council has placed significant pressure on our assets, resulting in a significant capital programme to deliver over the next 10 year period (2024-2034). The asset management team plays a key role in planning, managing and maintaining the assets by informing which assets are to be installed, repaired and/or replaced, and will ultimately be responsible for the assets when commissioned and complete.

The purpose of this position is to lead the asset management team within the 3 Waters team, and will focus on strategic planning of our assets, improving our asset knowledge, our decision making to make smart investments, and our story-telling, to ensure we are investing in the right assets at the right time, specifically responsibilities of the role will involve;

- Asset Management
- Infrastructure Planning
- Long Term Planning/Water Service Strategy planning
- Renewals Forecasting
- Budget Setting and Ownership
- Project Management
- Risk Management
- Relationship Management
- Continuous Improvement
- Team Management and Leadership

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.

- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Asset Management Leadership

- To provide leadership and direction in the development of long-term strategic planning for water services (drinking water, wastewater, stormwater). The role ensures alignment with legislative requirements, organisational goals, Te Mana o te Wai, and community expectations. This position plays a pivotal role in guiding investment decisions, service delivery, and engagement with mana whenua and stakeholders.
- To champion and lead changes to the infrastructure renewals forecasting to deliver effective and resilient operational networks, resulting in a better service to customers and efficiencies in financial and carbon costs.
- To provide technical leadership and support to 3 Waters Manager
- To provide overall leadership to the Asset Planning and Asset Management teams.

Asset Management Programmes

- Ensure the effective delivery of Asset Management programmes through the provision of accurate technical advice related to all 3 Waters asset management programmes.
- Prepare, review and implement asset management policies and strategies.
- Provide advice and services to assist with the planning and delivery of asset programmes.
- Contribute to identification of quality improvement programmes for the management of Council's assets.
- Work collaboratively between teams in all areas of asset management, and drive improvements as required, applying principles of continuous improvement and innovation to all projects and relationships.
- Ensure asset data is managed correctly, accurate and follows best practice standards to be able to enhance data analytics to optimise the investment programme.

Infrastructure Planning

- To work collaboratively to ensure a consistent approach to activities such as asset management and planning and to support requirements relating to strategic asset planning and the infrastructure strategy.
- Support the team to develop the 3 waters programme by developing comprehensive project briefs with robust scope, outcomes, budget and risk assessment.

Strategic Planning

- Lead the development of the Water Services Strategic Plans, ensuring compliance with the Local Government Water Services Act 2025 and integration with national and regional planning frameworks.
- Translate regulatory, environmental, and growth drivers into integrated long-term water planning outcomes.
- Foster good practice and set the direction for continuous improvement across asset planning and asset management of three waters networks.
- Ensure that three waters strategic planning, asset planning and asset management delivers efficient and effective three waters infrastructure that provides for safe drinking water, and safe discharge of wastewater and stormwater and enhances ecosystem functions.
- Anticipate legislative and technological change that could impact three waters services and build into planning practices.
- Lead the development of evidence-based investment strategies to address asset renewal, growth, climate change, and resilience objectives.
- Identify strategic risks and opportunities, and ensure they are considered in long-term asset management and financial planning.

Project Management:

- Inputting into programmes of work and project descriptions (Annual Plan, Long Term Plan and Water Services Strategy) to the Capital Works Delivery Team.
- Working with project teams (consultants, contractors and internal staff) to improve delivery, cost accuracy and management.
- Supporting and delivering distinct projects as required.

Relationship Management

- Undertaking performance and development reviews in accordance with Council's policies and ensuring that performance issues and training needs are identified and addressed.
- Communicating issues of importance to managers especially when there are political, financial or relationship implications.
- Maintaining good working relationships with internal staff and external agencies.
- Foster strong cross-organisational collaboration with asset management, operations, finance, and delivery teams.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Customers, ratepayers and the public	Councillors	Council
Iwi	Mayor	Risk & Assurance Committee
Other TLA's	Chief Executive	Operations and Monitoring Committee
HB Regional Council	Accountants and Finance team	Strategy and Policy Committee
Professional Institutions (EngNZ, RICs etc.)	Procurement team	Civic & Administration Sub-committee
Consultants, Contractors & Suppliers	Risk Office	District Development Sub-committee
Central Government agencies	Group Managers: Planning and Regulatory Services, Finance and Procurement, Infrastructure, Strategy and Development	Eco District Subcommittee
NIFF/ CIP	Planning and Consents Staff	
	Project Managers	

Person Specification

Qualifications

- A Tertiary Qualification in Engineering or a related field.

Knowledge/Experience

- 15 years Extensive industry experience with practical experience in a similar environment
- Demonstrated ability in successful management of complex cross-sector, multi-stakeholder relationships to jointly develop innovative strategies and solutions
- Demonstrated experience in maintaining stakeholder relationships using strong communication and networking skills
- Experienced in Infrastructure Asset Management
- Experience in strategic planning for water services
- Working knowledge of Local Government legislation and Water Services Act.
- Reporting & Documentation – Skilled in preparing cost reports, cash flow forecasts, and progress claims.
- The duties of the position require frequent interaction with other technical personnel and the general public. The position holder is expected to have acquired effective communication skills and possess competencies in negotiating and interacting successfully with a variety of stakeholders.
- Involvement in asset management forums/groups such as membership with either Apōpō, IPWEA or Asset Management Council, Water NZ, or similar
- Understanding of Asset management systems

Key Personal Competencies

- **Strategic Thinking**
Able to see the big picture, align engineering decisions with long-term Council goals, and anticipate future infrastructure needs and challenges.
- **Leadership and Influence**
Inspires confidence and respect through expertise and integrity. Capable of leading multidisciplinary teams and influencing outcomes across the organisation and with external partners.
- **Problem Solving and Decision Making**
Applies sound judgment and analytical thinking to solve complex engineering and project delivery challenges, balancing technical, financial, and community considerations.
- **Communication and Interpersonal Skills**
Communicates complex technical information clearly and effectively to a range of audiences, including elected members, stakeholders, and the public. Builds strong, respectful relationships.
- **Collaboration and Teamwork**
Works effectively across teams, disciplines, and organisations. Encourages a collaborative culture and values diverse perspectives.

- **Adaptability and Resilience**
Remains effective under pressure, adapts to changing priorities, and maintains focus on outcomes in a dynamic environment.
- **Innovation and Continuous Improvement**
Seeks out new ideas, technologies, and methods to improve infrastructure outcomes. Encourages a culture of learning and innovation.

Personal Attributes

- **Community-Focused**
Genuinely committed to delivering infrastructure solutions that enhance the wellbeing, safety, and sustainability of the Hastings community.
- **Integrity and Accountability**
Acts with honesty, transparency, and responsibility in all professional dealings. Upholds the public trust and demonstrates ethical leadership.
- **Cultural Awareness and Inclusivity**
Respects and values the diverse cultures within the Hastings District, including a strong understanding of and engagement with tangata whenua and Te Tiriti o Waitangi principles.
- **Environmental Stewardship**
Demonstrates a personal commitment to sustainability and environmental protection in engineering practices and decision-making.
- **Collaborative and Respectful**
Builds strong, respectful relationships across teams, with stakeholders, and with the community. Listens actively and values others' perspectives.
- **Resilient and Adaptable**
Maintains focus and effectiveness in a dynamic environment. Embraces change and responds constructively to challenges and uncertainty.
- **Innovative and Future-Oriented**
Brings a forward-thinking mindset, seeking out new ideas and technologies to improve infrastructure outcomes and future-proof Council assets.
- **Professional Excellence**
Strives for high standards in all aspects of work. Leads by example and fosters a culture of continuous improvement and learning.