

## Strategic Asset Development Officer

**Reporting to:** Assets Strategy and Development Manager

**Location:** Hokitika

**Date Reviewed:** 22 August 2022

### Position Purpose

The Strategic Asset Development Officer works within the District Assets Team to undertake a variety of strategic focused asset management projects to plan for and develop the Westland District Council's asset management profile.

### Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>Executive Team</li> <li>District Assets Group</li> <li>Mayor and Councillors</li> <li>Westland District Council staff</li> </ul>	<ul style="list-style-type: none"> <li>Ratepayers, Residents and the General Public</li> <li>Local Iwi/Central Government Departments and Agencies</li> <li>Other Local Authorities</li> <li>Suppliers</li> <li>Contractors</li> </ul>

### Limitations of Authority:

As defined in the Delegations Manual.

**Financial:** N/A

**Staff:** N/A

### Operational:

Carry out duties both in the office environment and in the field.

### Key Tasks and Responsibilities

- The Asset Development Officer is a crucial part of the District Assets Team, providing strategic infrastructure asset planning and development within three waters, special projects, and transportation services. This role will ensure the development of Councils strategic direction to ultimately improve, support, and maintain the community's infrastructure assets to ensure agreed levels of service are provided that optimise risk, cost, performance, and life-cycle management.

### Expected Results:

- Strategic infrastructure and asset planning is begun/continued for the team as directed by the Asset Strategy and Development Manager;
- Planning and development work is across three water, special projects and transportation services;

- c) Council's strategic direction is developed to improve, support and maintain the community's infrastructure assets;
- d) Agreed service levels are met; optimising risk, cost, performance and life-cycle management.

## **2. Contribute to the development and implementation of strategic asset management**

### **Expected Results:**

- a) Strategic initiatives are developed for the development of asset management plans, in a timely manner;
- b) The Asset and Strategy Development Manager/team receive support in the development of Council's asset management. Projects are planned and managed within financial and time budgets.

## **3. Undertake asset planning activities that align with Council's Long Term Plan, Annual Plans, and Infrastructure Strategy**

### **Expected Results:**

- a) Asset planning activities are in progress and completed within the necessary timeframes to meet Council's planning strategies
- b) Asset planning strategies are effective to ensure that support and information required is provided to the team.

## **4. Contribute to the development of asset improvement and reporting initiatives**

### **Expected Results:**

- a) The Asset and Strategy Development Manager/team work together to plan asset improvements;
- b) Councillors/CE are kept up to date with planning and progress

## **5. Take ownership of the development of the Reserves Management Strategy and individual plans and ensure documentation is maintained to a high standard**

### **Expected Results:**

- a) Reserves Management Strategy is developed with support to required timeframes
- b) Individual plans for assets (as required) developed as necessary
- c) Documentation – strategy documents and plans – are up to date and accurate

## **6. Other Duties**

### **Expected Results:**

- a) Supporting the team by completing other duties as and when they arise

### **HEALTH AND SAFETY:**

- To adhere to all Council health and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.

- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council’s statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council’s emergency response.

**Person Specification**

**Qualifications/Experience**

- Tertiary qualification in planning, engineering, science, or similar discipline is preferable
- Experience in infrastructure asset development and/or management, preferably in a regulated environment
- Understanding of Asset Management in Local Government
- A willingness to learn, develop and share knowledge
- Confident using MS Office
- Knowledge of relevant legislation and codes such as the Resource Management Act 1991
- Computer literacy and ability to work in a team
- Ability to work under pressure in emergency response situations
- Excellent customer service skills
- Excellent relationship building skills
- Attention to detail
- Excellent verbal and written communication skills
- Planning and time management skills
- Ability to ensure that work is completed to a high standard and delivered within set timeframes
- Ability to work cooperatively as part of a team demonstrating energy, vision, and initiative

**Skills / Attributes**

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

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**Employee’s Signature**

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**Date**

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**Manager’s Signature**

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**Date**