

Documentation, Compliance and Quality Assurance Officer

Reporting to: Asset Manager

Location: Hokitika, District Assets

Date Reviewed: 12 December 2020

Position Purpose

Assist the asset manager with written asset management plans and associated works inside the district assets policies and procedures to support the long-term planning process. Responsible for maintaining relevant databases to monitor document control, monitor resource consent compliance database (currently CS Vue) for the District assets team.

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Westland District Council Staff • Mayor and Councillors • LTP Project Steering Group 	<ul style="list-style-type: none"> • Ratepayers, residents and the general public • Government Departments • Other Local Authorities • Consultants and contractors

Limitations of Authority:

As defined in the Delegations Manual

Financial: N/A

Staff: N/A

Key Tasks and Responsibilities

1. Provide assistance to the asset manager during asset management planning for all infrastructure areas and associated works.
2. Monitor and report on resource consent compliance, maintain an updated look ahead report as required to the Asset Manager .
3. Continual monitoring and maintaining of CS Vue or applicable database.
4. Support relevant staff in the District Assets team as directed by Asset Manager.

Expected Results:

- 1)** Provide support with the asset management planning function for all infrastructure areas working with Council staff members to obtain inputs needed for each Asset Management Plan.
- 2)** Provide support to the Asset Manager to prepare/revise asset management plans on an ongoing 3-yearly rotation cycle to align with the Long Term Plan deadlines and meet current industry standards (e.g. IIMM, SOLGM & IPWEA), good practice guidelines and the requirements of auditors.
- 3)** Support preparation of 30-year Infrastructure Strategy working in conjunction with District Assets and Finance staff members.
- 4)** Work with District Assets staff to make progressive, continuous improvements in departmental culture regarding collection and documentation of asset data and information over time (including asset performance, condition, criticality, modelling methodologies, demand forecasting, lifecycle management, renewals planning, adequate capital project scoping, geospatial mapping, integration of asset data with Council IT systems, and utilisation of asset creation and disposal processes).
- 5)** Provide support to the Asset Manager to prepare formal and professional presentations on Asset Management to internal and external key stakeholders as required.
- 6)** Monitor and report on resource consent compliance.
- 7)** Update and monitor resource consent compliance database (currently CS Vue) and report to the asset manager task status assigned to relevant staff members with conducting sampling and inspections within required timeframes.
NB: This does not include updating online technical water databases which is the responsibility of the 3 Waters Engineer Assistant.
- 8)** Assist preparing submission applications to the West Coast Regional Council to surrender consents no longer needed.
- 9)** Ensure all new consents issued are uploaded to database, and that consent amendments and surrendered consents are also captured in the system.
- 10)** Assist preparing monthly report to Group Manager: District Assets on active resource consent compliance status.
- 11)** Assist with Preparation of technical and formal documentation (i.e. policies, bylaws) and research for District Assets team when required.
- 12)** An understanding of the Council environment, policies and processes.
- 13)** Assist BSO's when required and directed by Asset Manager
- 14)** Managing information such as templates, weekly consent summaries, contact details, MagiQ statuses, databases, customer satisfaction surveys, team calendars and reporting data for CsVue. Including development of new databases for monitoring purposes.

Qualifications / Experience

- Report writing skills.
- Research skills including the ability to analyse datasets and infer meaningful information, trends and correlations.
- Knowledge of Long Term Plan process .

- Experience engaging with auditors.
- Familiarity with NAMS International Infrastructure Management Manual and IPWEA Asset Management Planning Practice Notes.
- Tertiary qualification at Level 7 or higher.
- Advanced computer literacy.
- Demonstrated experience working with Senior Management to achieve quality outcomes.
- An understanding of the Council environment, policies and processes.

Skills / Attributes

- Excellent verbal and written communication skills and the ability to communicate technical information in a manner that facilitates sound business decision-making.
- High levels of learning agility.
- 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.
- Ability to manage time and prioritise and organise workload.

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using correct fit for purpose PPE supplied.
- To identify existing or potential hazards and report and recommend if applicable appropriate corrective action.
- To report all incidents and near miss events.
- To be familiar with emergency procedures.
- To take all practicable steps to ensure safe working conditions for self and others.
- To partake in health and safety training, as and when required.

To meet the Council’s statutory responsibility 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 the Council’s emergency response.

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.

NB: This does not include additions of significant new duties whereby the time requirements would compromise the ability of the employee to execute the other tasks documented in the Position Description to a high standard and in the required timeframes.

Employee’s Signature

Date

Manager’s Signature

Date