

## Group Manager - District Assets

**Reporting to:** Chief Executive  
**Location:** District Assets  
**Date Reviewed:** 12 February 2021

### Position Purpose

The Group Manager: District Assets is responsible for:

Leading the District Assets Group, managing key strategic projects, contributing to the Executive Team and providing advice to the Chief Executive and elected members.

This is achieved through:

- a. Leading and influencing the effective and efficient management and long term stewardship of district assets, including: transportation, 3 waters, solid waste and waste minimisation, parks & reserves, cemeteries and township development, and property infrastructure;
- b. Leading the development of Council's asset management plans and other documentation requirements for the districts assets;
- c. Ensuring the District Assets team works with other departments to meet all of councils statutory and legislative requirements;
- d. Provides leadership and guidance to ensure the Capital Projects Program is delivered on behalf of council in accordance to council's policies and procedures;
- e. Driving a culture of excellent customer service across the organisation and with our customers

### Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Executive Team</li> <li>• Mayor and Councillors</li> <li>• Westland District Council staff</li> <li>• Council Controlled Organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers, Residents, developers, consent and licence applicants and the General Public</li> <li>• Central Government agencies i.e. MBIE</li> <li>• Other Local Authorities</li> <li>• Local iwi</li> <li>• Auditors</li> <li>• Engineering Contractors, Consultants and Suppliers</li> <li>• Council Solicitors</li> </ul>

### Limitations of Authority:

As defined in the Delegations Manual.

**Financial:** \$50,000

**Staff:** 13

**Operational:** As Instructed by CE

## **Key Tasks and Responsibilities**

- 1. The Group Manager – District Assets is to provide leadership to the District Assets team to ensure high performance standards are achieved.**

### **Expected Results:**

- Oversee the day to day operations of the department, providing leadership, encouraging teamwork, facilitating related professional work processes and directing activities towards the department's strategies to ensure that the team is aware of what they are required to achieve and how they are performing against their objectives.
- Develop direct reports through setting individual objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximise department performance.
- Manage department culture change and set direction for training & development programs
- Develop succession plans for all management positions within the plant.
- Attend Executive Team meetings and give feedback, guidance and reassurance during and after meetings to the team.

- 2. The Group Manager – District Assets is responsible for determining and implementing the strategic direction of the District Assets Department.**

### **Expected Results:**

- Work with key individuals throughout the business to determine strategic priorities
- Develop and maintain a strategy plans for the District Assets Department
- Ensure that the structure and priority activities of the District Assets Department are aligned with that strategy
- Communicate with internal and external stakeholders and ensure District Asset members develop a relationship with stakeholders
- Ensuring the correct use of tools is being utilised companywide to ensure that the most productive outcomes are observed.

- 3. The Group Manager – District Assets is responsible for developing and maintaining a strong Health & Safety culture within the District Assets team and ensuring service providers adhere to policies and protocols.**

### **Expected Results:**

- A strong understanding of best practice health and safety management;
- Strong discipline to follow through with any deviations from agreed protocols such as non-conformance to PPE, supervision of contractors, etc';
- Understanding of critical risk areas so that these critical risks are given the attention required and that all personnel involved with the operation and management of these areas are fully aware of risk management requirements and operational capability to execute management plans. All personnel in these areas highly trained and competent.

- 4. The Group Manager – District Assets is responsible for providing engineering solutions and proactively managing problems as they arise.**

### **Expected Results:**

- Apply engineering principles, work methodology and engineering philosophy to generate and implement appropriate engineering solutions to councils assets;
- to "own" and develop Engineering Standards detailing how District Assets interprets and applies other Standards e.g. AS/NZS standards, Regulations and best practice guidelines into an internal guidance document that if followed will guarantee compliance with law and best practice;
- Identify and analyse problems and generate potential solutions/constraints;
- Assist with overcoming problems of a technical nature;
- Oversee the quality of finished products following project implementation/commissioning.

- 5. The Group Manager – District Assets is required to oversee the functionality of the District Assets in regards to its servicing of council assets.**

**Expected Results:**

- a) Ensure that Council and the Chief Executive receive co-ordinated and professional advice on all functions undertaken by the District Assets Group;
- b) Control and monitor the performance of the District Assets Group to ensure objectives are met;
- c) Provide oversight in the development of District Asset budget and monitor and provide feedback in regards budget figures as required through the year;
- d) Use a systematic approach to assist with preparing the reports required for Council to comply with the Local Government Act 2002 and its amendments, particularly the Long Term Plan, Annual Plan and Annual Report;
- e) Oversee the development, maintenance and implementation of Asset Management Plans for all Council's assets;
- f) Asset Management Plans are in accordance with NAMS manual and guidelines to the satisfaction of Audit NZ;
- g) Ensure Council's capital works programme as adopted in the Annual Plan is implemented, and any variances to budget or timeframes are reported to the CE immediately;
- h) To participate in meetings, raising matters for joint decision making and to participate in formulating solutions;
- i) To obtain and identify areas requiring training to improve personal development.

**6. Other Duties****Expected Results:**

- a) The carrying out of such other duties as may be reasonably regarded as relevant or associated with this position required by the Council, a Committee of the Council or the Chief Executive, from time to time;
- b) Demonstrate a commitment to the development of self and others ensuring technical and leadership skills are current;
- c) Stay relevant in terms of wider local government trends and industry changes;
- d) Act in the role of Chief Executive if requested;
- e) Participate in national sector and industry networking forums.

**HEALTH AND SAFETY:**

- To adhere to all Council 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**

- A tertiary qualification in Engineering or similar attributes
- Training in project and/or programme management or equivalent
- Demonstrated experience in similar capital, asset or programme management roles

- Ideally knowledge of local government policies and procedures
- A high degree of computer literacy
- Previous leadership experience in a similar role

### **Skills / Attributes**

- Broad strategic focus and a strategic thinker
- Capacity and capability to provide Council with high level policy advice
- Operational ability and able to delegate effectively
- The ability to identify risks and issues and put in place effective solutions
- Able to build relationships at a high level
- Proven capacity for innovation and creativity
- Professionalism, honesty, integrity and reliability
- 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
- Political awareness

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**