

Asset Manager

An advanced specialist role that exists to provide management and oversight of the asset management of all Council owned assets. This includes all 3-waters infrastructure, buildings, parks and reserves and solid waste assets. This position will manage and successfully deliver asset and activity management plans across the portfolio, ensuring they meet operational needs and resilience requirements.

ORGANISATION NGĀ POU | OUR VALUES



POU 1.

Manaakitanga

The customer is at the centre of everything we do.



POU 2.

Rangatiratanga

We aspire to the highest standards.



POU 3.

Whakapono

We strive to be trusting and trustworthy.



POU 4.

Whanaungatanga

We act with courage, respect, kindness and empathy.



POU 5.

Kotahitanga

We embrace diversity and strive to be inclusive.



POU 6.

Aroha

We believe in and encourage each other.



RANGITIKEI
DISTRICT COUNCIL

**He oranga Whenua,
He oranga Tangata,
He oranga Wairua.
Tihei Mauriora!**

**If our Land is cared for,
if People are looked after,
if the Spirit is strong,
we can build a
better future for all.
Let there be life!**

Making this place home

Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Asset Manager – that’s your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We’re crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Review and develop the asset management strategy to prepare for growth and sustainable asset management in the district (taking into account the major changes the three water reform will bring)
- Investigate, review, and implement an asset management approach across the organisation that aligns with best practise
- Create Asset Management policies
- Implement transparent and responsible asset management processes
- Support and feed into the preparation of Council's Budgets, Long Term Plan, Annual Plan, 30 Year Infrastructure Strategy, Asset Management Plans, Business Plans, Development Contributions Policy
- Manage and deliver all asset valuation requirements
- Prepare and manage maintenance and renewal schedules for all assets
- Identify all relevant legislative, regulatory, and statutory requirements together with political, social, economic, and environmental requirements
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated
- Bringing up to date and maintaining the asset management software to record and track information on all assets the organisation
- Obtain asset condition reports where required
- Apply analysis and technical knowledge to define and develop solutions to optimise the lifecycle of the assets
- Schedule and plan the programme of works for the Long-Term Plan and Annual plan, including asset investigations and renewals
- Provide quality leadership and oversight to Asset Management staff and contractors

Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

Our customer commitment

We strive to deliver excellent customer service by:

- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

What you will bring

- A tertiary qualification in an appropriate field.
- Minimum of 5 years relevant experience.
- Proven experience in Asset Management with good knowledge of the Local Government infrastructure sector
- Proven experience in the management of external suppliers and contractors



- Proven maintenance management and planning experience
- Proven strategic planning experience
- Excellent planning and operational skills
- Ability to communicate at a high level to a range of audiences
- Experience creating whole of life refurbishment and replacement plans renewals project delivery would be advantageous
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first