



Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

Position Description

Position:	Assets Team Leader
Group:	Operations
Business Unit:	Infrastructure
Responsible to:	Infrastructure Manager
Direct reports:	Senior Asset Analyst - AWM Senior Asset Analyst - Unity Assets Principal Assets Advisor

OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

POSITION SUMMARY:

The Assets Team Leader is responsible for providing a co-ordinated approach to asset management through the identification, co-ordination and delivery of asset management planning initiatives. This role will lead the development and implementation of sound and robust asset management practices including strategic asset management planning, business processes, policies, systems, data and information management and reporting, which ensure Council has integrated approach to the efficient and effective management of all its assets.

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Policies and Procedures

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times.
- Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

2. Customer and Community Relations

- Present a positive image of Council at all times.
- Ensure an efficient, courteous and professional service to customers at all times.
- Promote a culture of understanding and exceeding customer expectations.
- Positive relationships with internal and external stakeholders and suppliers are developed and maintained.
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate.

3. Information Management

- Champion high quality information management within your team and ensure that business documents and information managed by your team are made accessible for staff to use.
- Support and foster a culture that promotes good information management practices and ensure this is considered when designing systems and services.
- Ensure information management is integrated into your team's work processes, systems and services in line with our Information Management strategy, relevant policies and best practice.
- Champion and lead by example the use of our approved Electronic Document and Records Management System (SHED) within your team.

4. Continuous improvement and innovation

- Ensure the on-going evaluation and review of work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
- Promote a culture of change and innovation by encouraging new ideas.
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

5. Health and safety

- Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner.
- Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff.
- Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role.
- Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

6. Teamwork

- Promote and maintain harmonious relationships in the workplace.
- Ensure that all conflicts are managed properly and in a timely manner, with minimal disruption to Council activities.
- Promote a culture that encourages and values the contribution of all staff to the achievement of Council's objectives.

7. Training and development

- Undertake both internal and external training identified as relevant to the role.

- Ensure the delivery of relevant training for staff within all areas of responsibility is identified and delivered within budget.
- A staff training plan being in place by 30th September each year.
- All training requests meeting the criteria as specified in the annual training plan are approved prior.

8. Leadership and Management

- Direct reports are coached or developed to ensure expected performance targets are achieved.
- Ensure adequate staff communication and performance monitoring practices are in place.
- Formal and informal staff performance feedback processes being in place and followed.
- Annual performance reviews of all staff are completed as per set out procedures.
- Ensure Council Code of Conduct policies and processes are applied consistently and fairly with all employees and inappropriate behaviour is dealt with professionally and effectively.

9. Participate in Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive.

10. Perform other duties as may be directed from time to time

- All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the Director/Chief Executive.

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Team oversight, co-ordination and support

- Develop and co-ordinate the assets teamwork programme to meet agreed asset management deliverables.
- Provide technical leadership and direction to assets team members.
- In conjunction with the Infrastructure Manager, collaborate and liaise with internal and external asset management stakeholders to ensure the effective delivery of the asset management work programme to meet Council and organisational requirements.
- Undertake continuous improvement to advance best practice asset management activities across the asset team.

2. Strategic asset management planning

- Develop and maintain Council's strategic asset management framework and outputs, including the Infrastructure Strategy, Asset Management Plans and supporting policies required to implement best practice asset management across Council.
- Collaborate with asset management stakeholders across Council to ensure that the strategic asset management framework outputs are delivered on time and in alignment with Council and organisational requirements.
- Through liaison with relevant internal and external stakeholders, identify and manage key interdependencies across the base evidence and inputs to the strategic asset management planning framework, including asset valuations, growth and financial projections.
- Work to ensure that the Infrastructure Strategy, Asset Management Plans and supporting policies are living documents by proactively managing a process for continual review, improvement and updates.

3. Asset management processes and systems

- Maintain oversight of Council's Asset Management Information Systems (currently Univerus Assets and Assets and Work Manager) to ensure that the systems meet the required needs, and are used to their full potential in the effective and efficient management of Council's portfolio of assets.
- Develop policies and procedures for ensuring asset data quality for all asset types, including condition rating, and ensure that these are well documented and adhered to.
- Ensure the systems are regularly tested and monitored to ensure functionality is maintained and optimised where required.
- Ensure that the systems' data completeness, accuracy and confidence is monitored and reported upon.
- Ensure processes and systems solutions drive effective data analysis and assessment that will inform and enable optimised asset management and planning, including predictive modelling of asset conditions and life.
- Develop and make available to system users a suite of standardised asset system reports to meet stakeholder and organisational needs.
- Ensure that all relevant users of the systems are trained and supported in their use and can use them with confidence.

4. Asset data and information

- Proactively seek to understand the requirements of stakeholders across Council in relation to asset data, analysis, information and reporting.
- Develop policies and procedures for ensuring asset data quality for all asset types, including condition rating, and ensure that these are well documented and adhered to.
- Ensure that the asset data held in the systems are maintained, reviewed, and updated to ensure that it is current and accurate in accordance with Council policies and procedures.
- Collaborate with stakeholders to proactively identify deficiencies in the asset data, and develop and implement a data improvement programme to meet the needs of the organisation, asset owners and the asset management system.
- Ensure that the asset data structure is periodically reviewed to ensure that it meets process, financial and asset management requirements.
- Develop and implement a condition assessment programme for all asset types, ensuring the programme, processes and procedures are documented. Ensure appropriate condition data is collected, analysed and utilised in accordance with Council policies and procedures, to inform appropriate asset maintenance and renewal planning.
- Lead effective asset data analysis and assessment to inform and enable optimised asset management and planning, including predictive modelling of asset condition and life.
- Ensure up-to-date replacement and depreciated asset valuations are maintained in accordance with Council's accounting policies and finance team requirements.
- Assist with spatial application and management of asset data in the GIS platform. This involves close collaboration with, the Digital and Information Solutions Team.

5. Programming

- In conjunction with the Infrastructure Manager and the Opens Spaces and Facilities Manager develop an optimised annual work programme for all maintenance and capital works for which the directorate has responsibility for delivery.
- Co-ordinate delivery of asset management inputs to the optimised annual work programme in a timely and effective manner.

PERSON SPECIFICATION:

Personal Attributes:

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.

- Ambitious, takes on challenges with positivity and enthusiasm.
- Takes accountability for own actions.
- Co-operative and engages with others, share the workload.
- Is an effective team player.

Technical Knowledge and Skills

- Computer skills – Microsoft Office, Microsoft Project and/or other project management software.
- Sound critical thinking and complex problem-solving skills.
- Skilled at building relationships and collaborating across Council and with internal and external stakeholders.
- Able to lead and manage teams and work programmes to deliver high quality outcomes to meet agreed deadlines and requirements.
- Ability to develop and maintain asset management practices that responds to complex strategic, legislative, asset, environmental and organisational requirements.
- Experience with asset management technical documentation including strategies, plans and policies and report writing.
- Demonstrated knowledge and experience in the application of the IIMM infrastructural manual.
- Advanced understanding and/or experience of asset management systems (ideally including, but not limited to, Univerus Assets and Assets and Work Manager).
- Understanding of SQL functions.
- Demonstrated experience in asset data and information management and analysis using a variety of tools.
- Understanding of spatial and/or GIS systems relating to asset management (desirable).
- Demonstrated experience in works programming for maintenance, renewals and capital activities in complex environments.
- Demonstrated understanding of project management and best practice contract procurement.

Education/ Qualifications

- Tertiary qualification (essential)
- Post graduate qualifications/experience in asset management
- Post graduate qualifications/experience in programming and/or project management (highly regarded)

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirement or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Signed:

Group Manager / Manager

Date

Employee

Date