

POSITION TITLE:	Regional Asset Manager		
GROUP:	Asset Management	SECTION:	Regional Assets
REPORTS TO:	Asset Management Group Manager		
RESPONSIBLE FOR:	Team Leader Asset Planning, Team Leader Engineering, Principal Engineer and Environmental Officer		
FAMILY:		GRADE:	
DATE REVIEWED:	June 2024		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Manaakitanga:** Living behaviours of care and respect
- **Kotahitanga:** Living behaviours of collective drive and unity
- **Ngākau Pono:** Living behaviours of commitment, integrity, and accountability
- **Whanaungatanga:** Living behaviours of relationships and connection
- **Māramatanga:** Living behaviours of clarity and understanding

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rereanga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Regional Asset Manager is responsible for the strategic management of \$750m worth of infrastructure. They oversee strategic planning, technical engineering, flood forecasting, flood hazard mapping, coastal processes, open spaces planning and forestry. The Regional Asset Manager will lead the transition to a modern asset management approach aligned to ISO-5500 ensuring effective coordination and integration of all operational delivery, asset management planning and capital program management. This will be delivered through active engagement of internal and external stakeholders. As a leader, this role will be expected to positively lead the team, offer support, coaching and professional development opportunities to ensure their work meets the requirements of good customer service, efficient and effective service delivery. Active contribution to the leadership of a positive culture is essential.

GROUP AND TEAM GOALS:

The Regional Assets team provides the following role and functions as part of the Asset Management Group:

- Technical engineering input into flood control and drainage infrastructure, including stopbanks, river works, and drainage works. The work will involve developing concepts, assessing options, investigations, design, reporting, consulting with public and other interested parties, setting of design levels for flood frequency and assessing freeboard.
- Provision of current and future asset management direction of flood control and drainage infrastructure assets including for example:
 - Review of levels of service.
 - Review, create and enhance scheme management plans which provide a strategic direction for scheme operation.
 - Review of current asset management plans and the development of new plans as required.
 - Establishment of process and funding mechanism(s) to provide for future growth.
- Waterway and flood modelling for specific projects as required for asset management, emergency management and other Council business.
- Management of the HBRC gravel, river and coastal survey programme, undertaking evaluation of gravel resources and determining sustainable gravel allocations. Further assisting with the gravel allocation process and providing annual gravel reports.
- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans. Creation and development of AMPs and the creation and management of routine maintenance plans for all AMG assets to ensure that assets meet their LOS and asset life.
- Responding to requests involving engineering input, particularly in the assessment of resource consents and public information and report as required.
- Management of projects associated with the development of strategic plans for mitigating risks associated with natural hazards – e.g., super design flood, coastal erosion.
- Management of HBRC's land portfolio:
 - Manage Council's open space assets and Regional Parks for public use & enjoyment
 - Manage the leases and lease renewals.
 - Develop a lease improvement plan and further commercialise the lease portfolio.
 - Deal with land acquisition and HBRC land ownership issues.
 - Advocate for HBRC in subdivision and esplanade reserve/strips.
 - Maintain an understanding of issues that affect Maori, community liaison.
 - Manage the AMG soil conservation forestry reserves to ensure that these are profit making activities that prevent erosion. Review the portfolio regularly to determine it is meeting its objectives.
- Assurance of compliance when undertaking operational activities. Ensure that the appropriate consents are gained for operations and consents are renewed in a timely manner. Create and manage an assurance programme for the AMG to ensure compliance to the relevant EMEPs, COPs, EPA authorisations, resource consents and Regional Plan rules.
- Provide Technical advice to the Councils capital delivery through the TAG group, design standards, document review and capital planning and project activation to assist in the delivery of associated group projects.
- Undertaking various other project works as required by Council.

JOB SPECIFIC ACCOUNTABILITIES

Section Leadership

- Take responsibility for providing strategic direction and overall leadership to the team.
- Manage, lead and guide the team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.

- Actively engage with, and lead Council's performance management system for the team ensuring key check in's are met, learning and development needs are discussed and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- Work collaboratively with the wider team. Ensure expectations, roles and responsibilities are clearly articulated and where appropriate mentor others within the team.
- Actively contribute to the Quality Management System as part of everyday business practice, including developing, reviewing, and improving business processes.

Asset Management and Planning

- Lead the change in Asset Management Framework and provide appropriate support to your team to adopt the new framework in future work.
- Undertake regular reporting on budget, programme of work and performance of schemes to governance group and group managers. Own and manage the infrastructure asset register. Ensure all assets are captured in the register and that new capital and capital renewals is capitalised and that assets in the register are added with their full attributes.
- Ensure that valuations are undertaken regularly on AMG assets and that the critical assets are suitably insured.
- Manage forestry assets to their relevant forestry plans. Ensure carbon accounting is accurate and managed in a timely manner.
- Lead the development of O&M plans for all schemes.

Asset Management Plans

- Develop and maintain currency of Asset Management Plans, Infrastructure Strategy and interface with the LTP
- Coordinate the development and implementation of operational delivery, maintenance and capital programs of work.
- Ensure ongoing, effective and accurate monitoring, analysis and regular reporting of implementation against plans.
- Have oversight of OPEX and CAPEX financial performance and be responsible for CAPEX delivery budgets and CAPEX financial performance associated with the schemes.
- Contribute to the introduction and rollout of a consistent project management framework through the Project Management Office (IPMO).
- Ensure the improvement plans in the AMP are incorporated and allocated to staff for delivery.
- Ensure the scoping and transition for projects to the Regional Projects team follow the correct framework and all documentation is signed off and approved.

Engineering

- Maintain a centre of expertise in river and coastal processes, modelling and technical reports.
- Manage a survey programme of river, stream and coastal areas. Provide reports on gravel sustainability annually and determine sustainable annual gravel extraction volumes.
- Provide expert advice as required from time to time to internal stakeholders as required while managing suitable scope and time metrics.
- Provide technical advice and support as required from time to time on consenting matters.
- Maintain a survey and inspection programme on critical assets (Stopbanks and Dams) and prepare annual reports on these structures.
- Maintain and manage a programme of reviews for all schemes. Ensure that the outcomes of the reviews feed in capital delivery plan that is funded through the LTP.

- Maintain compliance to the Building (Dam Safety) Regulations 2022, including organising Potential Impact Classifications, Dam management plans and Dam assurance programmes.
- Manage data for the Hazard portal in relation to flooding and Coastal inundation.
- Undertake flood forecasting and create floodway management plans.
- Manage contracts in accordance with HBRC Procurement Hub processes.

Environmental

- Ensure that AMG is compliant in its environmental obligations.
- Create and monitor an assurance programme to monitor environmental compliance. Assist team members to understand their obligations with regard to environmental compliance.
- Gain new consents where required and undertake consent renewals for the AMG.
- Undertake reviews or renewals of the relevant Codes of Practice and EMEPs for the group.

Relationship Management

- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders.
- Attend relevant sector led meetings and assist with sector wide projects.
- Report on achievement of these relationship expectations.
- Attend relevant HBRC meetings, and where appropriate prepare and present papers/reports.
- Demonstrate skill in managing relationships with stakeholders throughout difficult, complex, and contentious issues that require formal resolution.
- Ensure timely and effective communication occurs with the team in regard to any recommended changes in practice.
- Provide timely and professional advice to other parts of the organisation, as appropriate.

Ensure correct processes and procedures are adhered to.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Executive Team
- Elected members
- Team members
- Other teams and managers

External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Treaty settlement entities, Iwi and other community group
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to promote the concept of continuous improvement actively and enthusiastically in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

EMERGENCY MANAGEMENT

When an emergency event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities, after providing required support for your family and dependants. This means:

- Undertaking an allocated role for emergency management requirements, and responding to emergency management requests as needed.
- Participating in and completing onboarding and training courses, exercises and associated activities required for the readiness and preparedness of emergency events.
- Attending meetings and development forums or exercises as required to maintain competency. Responding to such requests by assuming an allocated emergency management role, as are required by events.
- Being aware of the Business Continuance Plan (BCP) and its contents and the implications for your role.
- Understanding and accepting that Civil Defence Emergency Management and BCP events may require working hours that differ from those outlined in your employment agreement.
- If your role is an Incident Management Team Function Lead, you are required to review the relevance of the BCP for your team, section or group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required.

- Relevant Bachelor's degree or equivalent tertiary qualification.
- At least 10 year's experience in a local government, utility or engineering consultancy organisation.
- At least 10 year's experience in river or coastal processes/ engineering/hydrology.
- Experience in Asset Management with either NAMS, IIMM or ISO55000 standard.
- Experience in strategic management in an infrastructure organisation.
- Experience in leading a team in either an operations or asset management environment.
- Experience in the development of either service delivery or asset management plans.
- Change Management experience in medium to large size organisations.
- Business Process development experience.
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Knowledge of project management practices.
- Knowledge of relevant Legislation, Standards and Codes or Practice (Reserves Act, Local Government Act, Soil Conservation and Rivers Control Act).
- Knowledge of the Resource Management Act
- Proficiency in MS Word, Excel, Visio, Projects, PowerPoint and other database and information management systems
- Analytical skills.
- Financial literacy - knowledge of financial reporting systems, budget management and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Open-minded approach to learning, development, and collaborative working practices.
- Sound judgement and initiative
- Ability to foster and participate in a collaborative, cohesive team environment.
- Ability to anticipate change, remain flexible and be innovative.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

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. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name