

<b>POSITION TITLE:</b>	Regional Asset Manager		
<b>GROUP:</b>	Asset Management	<b>TEAM:</b>	Regional Assets
<b>REPORTS TO:</b>	Group Manager Asset Management		
<b>RESPONSIBLE FOR:</b>	Team Leader Engineering, Principal Engineer, Team Leader Asset Planning, Environmental Officer, Urban Catchment Advisor x2		
<b>FAMILY:</b>	OM4	<b>GRADE:</b>	21
<b>DATE REVIEWED:</b>	June 2022		

#### 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:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### 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 rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

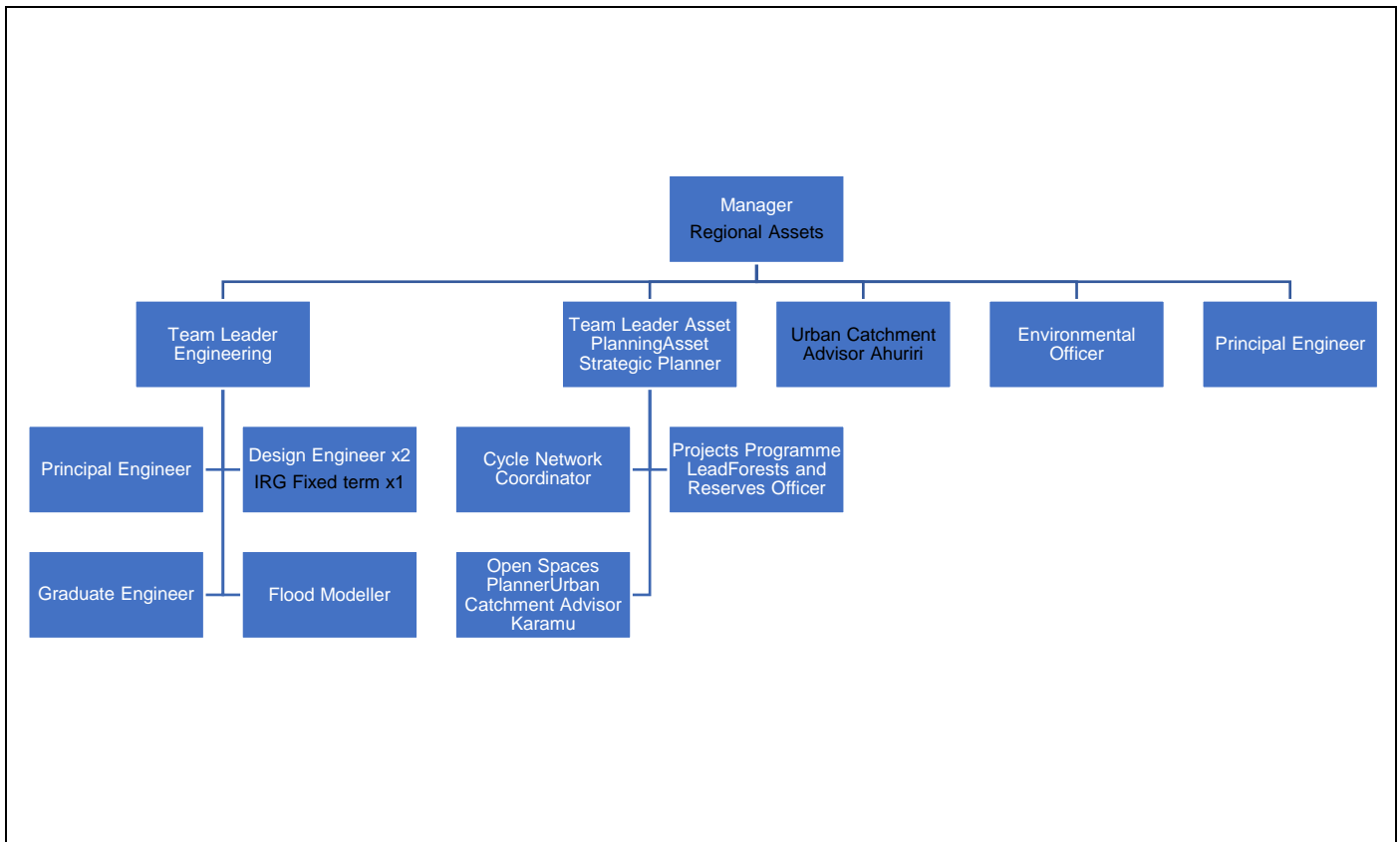
The Regional Asset Manager is responsible for the day-to-day management of the Regional Asset function and leadership of the team including setting the strategic direction in accordance with Councils policy, legislative framework and community needs. The role oversees the strategic aspects of the Engineering function including modelling of river and coastal processes, Flood Mitigation Schemes and Regional Parks. The Regional Asset Manager will lead the transition to a modern asset management approach aligned to ISO-55000 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, you 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:

- Engineering design for 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, the supervision of drawing preparation, contract documentation and construction supervision.
- Provision of current and future asset management direction of flood control and drainage infrastructure assets including for example:
  - Review of levels of service.
  - 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 scheme waterways to enhance the ecology and biodiversity values together with the cultural and recreational values.
- Ongoing management of HBRC's infrastructure assets in accordance with asset management plans.
- Monitoring and managing the region's coast and riverbed gravel resources, and providing advice regarding HBRC involvement in these.
- 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.
  - 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.
- Undertaking hydrologic and hydrodynamic modelling and flood studies on a consultancy basis for the Territorial Authorities in the region, Gisborne District Council, and private concerns.
- Undertaking various other project works as required by Council.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

### **Team 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**

- Ensure that activity management plans, asset management plans (AMP) and infrastructure strategy are maintained to be current and meet requirements of local government and asset management standards.
- 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.

### **Asset Management Plans**

- 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.
- Contribute to the introduction and rollout of a consistent project management framework through the Project Management Office (PMO).
- 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.
- 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.
- Provide external consultancy to external parties as required for commercial outcomes and maintaining internal delivery capacity.
- Manage contracts in accordance with HBRC Procurement Hub processes.

### **Relationship Management**

- Ensure the establishment and maintenance of strong and meaningful relationships with agreed internal and external stakeholders.
- 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

### **External**

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- 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 actively and enthusiastically promote the concept of continuous improvement 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.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

### **EMERGENCY MANAGEMENT**

When a Civil Defence 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. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, 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.
- 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
- 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:

- Proven team management and leadership.
- Technical skill in river or coastal processes/ engineering/ hydraulic modelling/ hydrology.
- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Knowledge of financial reporting systems 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**

- Sound judgement and initiative
- Ability to create harmony in a team.
- 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