

<b>POSITION TITLE:</b>	Team Leader Asset Planning		
<b>GROUP:</b>	Asset Management	<b>SECTION:</b>	Regional Assets
<b>REPORTS TO:</b>	Regional Asset Manager		
<b>RESPONSIBLE FOR:</b>	Regional Parks Planner, Asset Strategic Planner, Cycle Network Coordinator, and Forests & Reserves Officer.		
<b>FAMILY:</b>	OM2	<b>GRADE:</b>	19
<b>DATE REVIEWED:</b>	April 2026		

## 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 koj, 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 Team Leader Asset Planning provides technical leadership and line management for the Asset Planning function within the Regional Assets Group. The role is accountable for the development, implementation, and continuous improvement of Hawke's Bay Regional Council's Asset Management Framework and Asset Management Information Systems, aligned with ISO 55000 principles.

The role leads technical asset management planning, including asset condition assessment, lifecycle strategies, levels of service, and risk analysis, and provides authoritative technical inputs into the Long Term Plan, Infrastructure Strategy, and capital programme. As a senior people leader and subject matter expert, the Team Leader Asset Planning drives asset management maturity, data integrity, resilience planning, and capability uplift across the organisation.

#### **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.

#### **JOB SPECIFIC ACCOUNTABILITIES**

##### **Asset Management Framework & Technical Leadership**

- Provide leadership and line management of the Asset Planning team, ensuring clear direction, capability development, and achievement of team objectives.
- Lead the development, implementation, and continuous improvement of HBRC's Asset Management Framework aligned with ISO 55000.

- Act as the organisational subject matter expert on asset management best practice and technical asset planning.
- Provides leadership, support and resolution on Asset related issues.

#### **Asset Management Information Systems (AMIS) & Data**

- Own governance, performance, and continuous improvement of the Asset Management Information System.
- Ensure asset data quality, standards, completeness, and metadata integrity to support sound decision-making.
- Lead asset data analysis, reporting, and interpretation to identify trends, risk exposure, condition, and lifecycle performance.

#### **Technical Asset Planning**

- Lead technical asset management planning, including Activity / Asset Management Plans, lifecycle strategies, levels of service, and asset condition assessments.
- Provide technical asset condition, performance, and lifecycle inputs to the Long Term Plan, Infrastructure Strategy, and capital programme.
- Maintain a comprehensive understanding of asset risk, performance trends, and cost profiles across Regional Assets.

#### **Project Inputs & Investigations**

- Lead and scope technical investigations to inform asset strategies and future investment needs.
- Provide technical expertise and inputs into project scoping and project briefs led by the Capital Programme Lead.
- Support delivery teams with technical asset management advice through planning and delivery phases.

#### **People & Relationship Leadership**

- Manage, lead, and guide the Asset Planning team, ensuring team objectives are met, clear direction is given, and adequate resourcing is provided.
- Actively engage and Lead Council's performance development system for the team ensuring key check-ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Maintain staffing resource to ensure that the team is adequately resourced. Undertake recruitment, selection, onboarding, and training of new employees as and when required.
- Build strong relationships with internal teams, delivery partners, and external stakeholders to promote consistent asset management practice.
- Lead education and capability uplift in asset management principles across the broader organisation.

#### **Resilience & Strategic Asset Direction**

- Lead the technical approach to asset resilience in the context of Hawke's Bay natural hazards.
- Support the Regional Asset Manager in developing and embedding asset resilience pathways and long-term asset strategies.
- All other duties as requested by the position manager, as reasonable to the position.

#### **FUNCTIONAL RELATIONSHIPS**

##### **Internal**

- Group Managers
- Executive Team
- Elected members

##### **External**

- Consultants and contracts
- Government agencies and departments
- Local authorities

- Team members
- Other teams and managers
- 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 Continuity 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 in engineering.
- Minimum of 3 years of experience in a similar role/relevant industry
- Proven experience in Asset Management, Asset Management Frameworks and Asset Management Information Systems.
- Experience with environmental engineering beneficial
- Proven leadership experience
- Valid driver's licence required

### **Knowledge**

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

- Comprehensive understanding of asset management frameworks
- Well-developed report writing and communication abilities.
- 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**

- Ability to influence and drive change within a complex organisation
- Good leadership skills to influence improvement and change
- Ability to forge good relationships with a range of clients.
- Ability to be inclusive and involve others in decision-making.
- 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