



### Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

### #arohatōmahī

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

### Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

### Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.

## Details

JOB TITLE	Local Waters Asset Management Engineer
REPORTS TO	Local Waters Asset Management Engineer Manager
GROUP	Community Infrastructure
DIRECT REPORTS	Nil
INDIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Statutory delegation may change from time to time in alignment and as approved by Council.
WARRANTS REQUIRED	TBC
GRADE	TBC

*He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana  
With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.*

## Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roding and Solid Waste Infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

As a member of the Local Waters Asset Management Team, this role reports into and supports the Local Waters Asset Management Lead and will work closely with the wider Local Water Team to ensure Council Local Waters Portfolio is managed in an efficient and cost effect way.



## Skills, Knowledge and Experience

QUALIFICATIONS	Appropriate engineering qualification e.g BE Civil, NZCE or a diploma in a relevant water qualification and /or equivalent experience.
EXPERIENCE	Significant experience with Local Authority Three Waters networks and at least 3 yrs. experience in Three Waters renewal and improvement projects. Contract and project management experience essential.
KNOWLEDGE	A strategic thinker who is able to make connections between various aspects of the organisation and identify implications. Sound knowledge of Resource Management Act processes and consents and a good understanding of local government procedures, protocol and policies with the ability to analyse and establish these. Demonstrates a sound understanding of Tikanga Māori and Māori values and an appreciation as to how it relates to Council functions and policy development. Has obtained expertise in MS Word, Excel, PowerPoint and other database and information management systems.
FINANCIAL MANAGEMENT	Proven strong financial and budget management skills.
ACHIEVEMENT	Demonstrates a strong focus on high performance and personal achievement. Brings a solutions focused approach to getting positive outcomes and is willing to go above and beyond to exceed expectations.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted advisor and colleague.
PROBLEM SOLVING	Asks questions and can think logically to enable problems to be clearly understood. Weighs up options and implications, identifies strategies and plans, and is comfortable making recommendations for possible solutions to problems.
COMMUNICATION	Excellent communications skills both oral and written, including ability to write concise and accurate reports. Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner. Ability to remain calm, composed, and optimistic in high pressure situations..
IMPLEMENTATION	Is reliable, detail-focused and professional knowledge is up to date. Matters are resolved at the first point of contact wherever possible. Complaints are handled effectively and efficiently. Excellent time management and project management skills and experience.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
TEAMWORK	Collaborates and supports team members to achieve their targets and bring out the best in those involved.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



## Key Responsibility and Expected Outcomes



**'You'  
Matter**

### Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

### Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

### Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships  
Matter**

### Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

### Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

### Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council. This involves collaborating closely with Senior Leaders within the Community Infrastructure Group and team members from various Council departments to ensure alignment between Local Waters Asset Management Activities and overarching Council objectives, community deliverables, as well as legislative and compliance requirements. Your focus will be on facilitating effective communication and coordination to support the successful implementation of asset management strategies.



**Performance  
Matters**

### Job Execution

Consistently deliver high-quality work while maintaining a positive and professional attitude. At times the way in which work is undertaken will count just as much as the output.

### Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

### Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

### Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.



**Work  
Matters**

### Local Waters Management

Enable best practice asset management through interaction with and between the wider Local Waters Team, internal and external stakeholders including, the Development Engineers, Roading team members, and Parks and Property team members.

### Strategic Council Reports, Plans and Strategies

Provide critical support in the preparation of a variety of reports and plans essential for the Council's strategic decision-making processes. This includes preparing feasibility studies, responses to submissions, and professional reports for Council and Community Boards, as well as contributing to the development of the 30-year Infrastructure Strategy and budgeting procedures. Your efforts will directly influence the Council's long-term vision and infrastructure development initiatives.

### Asset Management Programme

Responsibility for implementing policy directives provided by the Local Waters Manager and Local Water Asset Management Lead, contributing to the identification of quality improvement programs for asset management within the Council. You will utilize formal guidelines such as NAMS and IPWEA International Infrastructure Management Manual to execute asset management programs and ensure adherence to service standards. Additionally, you will provide expert advice and services to support asset program delivery and planning, while also driving continuous improvement initiatives across all areas of asset management.

### Asset Management Plans and Planning

Identification and implementation of renewal and capital development programmes, addressing poor asset performance and accommodating urban growth. Additionally, you will analyse external influences on asset performance, contribute to the review of the Local Waters Asset Activity Management Plan, and collaborate with team members and stakeholders to ensure adherence to best practices in asset management. Your responsibilities will also include implementing continuous improvement plans, developing sustainable methodologies for predicting asset performance, analysing data requirements, and providing asset management advice to support the team's objectives.

### Asset Valuations and

Oversee asset valuations, including monthly reconciliations between claims and the general ledger to ensure accurate addition and cost entries into the AMIS. Yearly capitalization of assets into the AMIS and auditing asset data to guarantee its accuracy and comprehensiveness. Prepare unit rates for assets with input from Activity Managers, conduct independent exercises, and respond to audit queries from Finance and Auditors as needed.

### Asset Management Systems

You will play a key part in implementing a comprehensive Asset Management Information System (AMIS) across the Council's Local Waters network. Your responsibilities will involve ensuring the accuracy and integrity of Local Waters data hierarchies, asset registers, and condition assessments in alignment with industry best practices. Additionally, you will proactively review and enhance asset management processes, provide training and support to staff on AMIS usage, conduct infrastructure analyses, and collaborate with IT teams to address software upgrades and database improvements, all aimed at optimizing the efficiency and effectiveness of asset management systems.

### Council Contribution

Actively and positively participate as a member of the Community Infrastructure Group and perform all reasonable duties as needed.

Participate in Emergency Management activities.



## Alignment with our community outcomes



Support our partners to maintain and enhance tikanga with ancestral lands and waterways, wāhi tapu and other taonga.



Ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



Provide Leadership and oversight to the management of risk and operation in the Local Waters Activities

Deliver the capital infrastructure programme



Achieve the best for Horowhenua in the face of Waters Reform to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



Rebuilding the Horowhenua District Council, with a focus on empowering a culture of excellence, service & continuous improvement.

Get the basics right and support the customer focused delivery of core services

