

## POSITION DESCRIPTION

<b>Position Title</b>	Asset Manager
<b>Reporting To</b>	Network Manager
<b>Location</b>	Oringi – Tararua Alliance

<b>Purpose</b>
<p>Working within the Tararua Alliance, a partnership between Tararua District Council and Downer, the Asset Manager provides technical asset management services and leadership, with a primary focus on the Transportation Activity, while also providing support to other Council infrastructure activities.</p> <p>The purpose of this position is to ensure that fit-for-purpose asset management is being delivered in accordance with best-practice and standards.</p> <p>Leading the Asset team, the role enables the development and implementation of asset investment strategies, maintenance programmes, renewals forward works programmes, and the identification and implementation of opportunities to improve asset management maturity.</p> <p>This is done with a view to the long-term sustainability of assets, meeting key reporting requirement, as well as fostering strong stakeholder relationships.</p>

### People

Results Area	Activities	Expected Outcome
Zero Harm	<p>Support, implement and adhere to H&amp;S policies and procedures.</p> <p>Support a culture that supports and maintains zero harm, environmental and sustainability practice and management.</p> <p>Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviors and attitudes, ensuring safety.</p> <p>Contribute to the identification and minimization of business risks and compliance issues.</p>	<p>Zero Harm policies and practices are complied with under H&amp;S policy, the Zero Harm Policy and other related policy and initiatives to keep yourself and others safe in the workplace.</p> <p>You work in a safe manner at all times to avoid personal injury to self and others.</p> <p>Accidents and near misses reported.</p> <p>All risks effectively managed and no outstanding compliance issues.</p>

<p><b>People Leadership</b></p>	<p>Build and sustain strong working relationships within the Tararua Alliance Teams and other TDC infrastructure teams.</p> <p>Actively promote a collaborative and “best-for-district” approach.</p> <p>Manage, coach and assist direct reports to achieve their targets and improve their competency.</p> <p>Succession planning is undertaken and documented.</p> <p>Communicate effectively with a personal and approachable style that fosters a positive and supportive work environment."</p>	<p>Tararua Alliance asset management staff have clear targets set for performance and productivity. Issues are anticipated and resolved. Conflict is avoided.</p> <p>Staff understand the effects of both effective and ineffective asset management practices on the district and its ratepayers.</p> <p>Staff understand how sound asset management practices influences and helps operational planning and delivery.</p> <p>Performance Leadership Plan, Development Plans and Team Up Talks are developed, monitored and reviewed for the asset management team.</p> <p>Staff participate in training opportunities on offer. The necessary support is always provided to release them to attend training.</p> <p>A succession plan exists for your team and is reviewed at least once a year. Positive feedback received on communication style. People are empowered.</p>
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## Technical

Results Area	Activities	Expected Outcome
<p><b>TDC Asset Management Requirements</b></p>	<ul style="list-style-type: none"> <li>- Ensure compliance with TDC Asset Management policies and procedures.</li> <li>- Support the development and preparation and submission of accurate and timely reports</li> <li>- Manage the capitalisation process to ensure assets are correctly recorded and valued.</li> <li>- Liaise with Local Authority representatives to ensure all asset management requirements are met.</li> <li>- Monitor and report on the performance of assets to ensure they meet the required standards.</li> <li>- Implement and maintain systems for tracking and reporting on asset management activities.</li> <li>- Conduct regular reviews and audits of asset management practices to ensure compliance with Local Authority requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- TDC Asset Management policies and procedures are fully complied with.</li> <li>- Annual and Long-term activities are accurately reported and submitted within required timeframes.</li> <li>- Capitalisation processes are managed effectively, ensuring assets are correctly recorded and valued.</li> <li>- Strong relationships are maintained with Local Authority representatives, ensuring all requirements are met.</li> <li>- Asset performance is monitored and reported, meeting required standards.</li> <li>- Systems for tracking and reporting on asset management activities are implemented and maintained.</li> <li>- Regular reviews and audits confirm compliance with Local Authority requirements.</li> </ul>

<p><b>Asset Management Maturity</b></p>	<p>Work with TDC Infrastructure teams to educate and promote asset management system principles (Delivery and Tactical levels)</p> <p>Manage Asset team training and quality processes.</p> <p>Internal training initiatives are supported. All staff are provided opportunities to develop their technical and people skills</p> <p>In cooperation with the Downer National Asset Management Team, develop or improve systems and processes to generate better efficiency and improve our service to customers whilst managing business and asset performance risk.</p> <p>Collaboratively work with other teams to educate and promote asset management principles and processes.</p> <p>Perform tasks in a manner which enables Tararua Alliance to meet its KPIs</p>	<p>Teams understand Asset Management Policies and Activity Management Plans and how their role contributes to delivering the requirements of the Asset Management Lifecycle and related processes and procedures.</p> <p>Asset Management team achieve an acceptable level of competency in supervision and leadership.</p> <p>Stakeholders understand our capability and systems and how they are being deployed on their network.</p> <p>Lead development and promotion of new improvements that strengthen our performance in asset management.</p> <p>Best practice is shared (internally and externally via workshops and conferences) and implemented.</p> <p>Monitor the performance of improvements to reinforce change or refine.</p> <p>Tararua Alliance KPIs are achieved</p>
<p><b>Asset Information Systems</b></p>	<p>Working with the Asset team, provide expert input into the management of asset information systems (e.g. AWM(RAMM)), such as data quality and completeness.</p> <p>Data quality is delivered according to the contract Data Quality Plan</p> <p>Ensure asset inspections are being delivered according to IMMS, and the contract requirement.</p>	<p>Ensure contract staff are trained to a competent level on the use and application of systems such as AWM (RAMM).</p> <p>Data required to be maintained in our job management system and transferred to the client system meets minimum requirements.</p> <p>Utilise data quality reports to ensure all asset data deliverables meets Council and Downer requirements. Deliverables meet required data quality standards, issues identified are resolved promptly.</p> <p>That inspections are programmed as required by the contract, and systems have been setup and deployed utilising the most up to date tools.</p> <p>Inspection completion is tracked and evidence provided to clients that we are meeting our commitments.</p>

<p><b>Maintenance / Renewals Strategic Planning</b></p>	<p>Develop and manage the Asset MIS within agreed funding parameters.</p> <p>Monitor network performance against assigned Maintenance Intervention Strategies to ensuring maintenance and renewals investment plans are optimised.</p> <p>Develop and manage the Asset Management RASCI</p> <p>Support the development of Activity Management plans and provide insights required for evidence-based optimised Decision Making.</p>	<p>Maintenance and Renewals strategies for are relevant and “fit-for-purpose”.</p> <p>Timely and effective maintenance treatments are carried out without unnecessary repairs being completed.</p> <p>Staff are trained to understand what the MIS is and how it relates to their role, so programmes developed and work delivered is aligned to the MIS assigned to road sections.</p> <p>Use tools such as JunoViewer and Fuse reporting to inform decision-making. Data provides required evidence for asset management decisions and strategies.</p> <p>Strategic Programmes are available and robust data is available for the development of Activity Management Plan.</p>
<p><b>Transport Routine Maintenance Programmes</b></p>	<p>Support Asset Engineer and Delivery managers/supervisors to develop annual maintenance activity and 3 monthly rolling maintenance programmes.</p> <p>Monitor Maintenance activities to enable optimal delivery and identify recurring defects and issues are being addressed and maintenance quality and reputation is enhanced.</p>	<p>Maintenance activities are aligned with the Maintenance Intervention Strategy (MIS) and customer requirements.</p> <p>Delivery of Maintenance Activities is optimizes and work undertaken it “Best-for-network”</p> <p>Maintenance activities are managed within approved budget allocations, and maintenance activities are planned to support optimal delivery of services.</p> <p>That maintenance treatments are being selected to address root cause of failure with less than the contract critical success factor (CSF) for rework on maintenance repairs.</p>

<p><b>Transport Renewals Planning</b></p>	<p>Lead the Asset Team to develop optimized 10-year Transport asset renewals forward works programmes.</p> <p>Lead the Asset Team in performing analysis and modeling to determine the current and future condition of the networks High-Value or High-Risk Assets</p> <p>Oversee and validate the appropriateness of analysis and modeling outputs.</p> <p>Review and approve appropriate treatment selections for Transportation assets to ensure value for money results are achieved using fit-for-purpose solutions meeting least whole of life expectations.</p> <p>Monitor and evaluate renewals performance to confirm appropriate treatment selection and learn from poor performance.</p>	<p>Timely delivery of forward works programmes (Renewals) according to the TKH for all assets.</p> <p>High-Value or High-Risk Assets are clearly identified and appropriate intervention strategies for renewal are selected.</p> <p>Provide the most economic long-term solutions to treat Assets and deliver the required level of service. Clearly identify the impacts / risks of not investing to Stakeholders.</p> <p>Lead workshops or site visits to consult with stakeholders and confirm right place, right treatment, right time philosophy.</p> <p>Effective treatments selected to address root cause, limit performance risk, and TDC risks, within annual plan budgets and in compliance with the NZTA, TDC and Downer NZ requirements.</p> <p>Renewals performance post construction is clearly understood to identify rework and improvements to both asset management and design and construction practices to ensure continuous improvement.</p>
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<p><b>Relationships</b></p>
<p>Functional relationships with:</p> <ul style="list-style-type: none"> <li>▪ Tararua Alliance Leadership Team</li> <li>▪ Tararua Alliance Staff</li> <li>▪ Tararua District Council Infrastructure department managers, and Asset staff</li> <li>▪ Downer National Asset Management Team</li> <li>▪ Consultants, Subcontractors and Suppliers</li> <li>▪ NZTA representatives</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>▪ The Tararua Alliance Asset Management Team</li> </ul>

## Qualifications and Experience

It is essential to have:

- Proven industry experience and knowledge in infrastructure asset management.
- Effective written and oral communication skills with ability to communicate complex technical issues in a clear and rigorous manner that influences others.
- A positive attitude and commitment to providing a high quality of service.
- Passion, drive and enthusiasm and highly self-motivated to drive business results.
- Clear demonstration of ability to role model the Alliance values of Excellence, Collaboration, Courage, and Integrity.
- A strong track record that clearly demonstrates leadership behaviours that empower others to make decisions, deliver and succeed.

It is desirable to have:

- BE (Civil), NZ Diploma in Engineering (Civil) or other relevant tertiary qualification relating to Infrastructure.
- Proven ability to manage multifaceted supplier/service provider relationships and develop effective working relationships.
- Sound commercial understanding and acumen.

## Delegations

Delegations are as defined in the Company's Standard Procedures Manual.