

JOB DESCRIPTION
January 2024

Title & Reporting Relationships

Position Title:	Kaitohutohu Matua Whakahaere Anga me te Rawa - Principal Advisor Infrastructure and Asset Management, Infrastructure and Asset Management Group.
Grade:	SP 20- SP 21
Reports to:	Group Manager Infrastructure and Asset Management
Direct Reports:	Nil
Purpose of the Group and the Position:	<p>The Infrastructure and Asset management Group comprises: Project management office, Access and transport, Stormwater and coastal assets, Water and Wastewater services, Operations, Waste Management and Property and facilities maintenance.</p> <p>The group is responsible for developing, implementing, and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.</p> <p>Within this Group the Principal Advisor Infrastructure and Asset Management role works within the Infrastructure & Asset Management team to provide advice and information to the Group Manager and SLT on issues and activities that the business needs to respond to and deliver. Where necessary this position will lead the delivery of projects that may involve the need to coordinate and manage the provision of information and advice from across the organization. They will also be required to look at long term strategic and asset management business related issues facing Infrastructure and provide advice to the GM.</p>
Indirect Reports:	Nil
Internal Customers:	<p>This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:</p> <ul style="list-style-type: none"> • Chief Executive • Infrastructure and Asset Management Group staff and managers • Members of the Senior Leadership Team • Mayor, Councillors and Community Board members

- Other Council managers and staff

External Customers:

- Central Government Officials
- Regional and Local Government Officials
- Iwi representatives
- Community & Business representatives
- Community Trust representatives
- Members of the general public
- Contractors and Consultants

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

The Principal Advisor works directly with the Group Manager to ensure effective leadership of the development of the Group’s activity management plans, work programmes, objectives, policies, and procedures and ensure alignment to the LTP.

This will include, but is not limited to:

- Provide specialist advice to organisational engagement documents including the Long Term Plan, Annual Reports and strategy documents.
- Trouble-shooting for the Infrastructure and Asset Management group, working closely with the Group Manager and senior leaders to provide coordinated responses to difficult issues.
- Work closely with others across the organisation to gather information, undertake high-level analysis and develop thinking, plans and reports report to drive effective planning, performance, and delivery.
- Where necessary lead the delivery of discreet projects that may involve the need to coordinate and manage the provision of information and advice from across the group.
- Ensuring big picture, political and district-wide initiatives are considered within the framework of the services that customer and community group provides.
- Provide advice and lead workstreams that manage the response to central Government reforms progressing at pace, within tight statutory timeframe.

Personal Key Results

- Demonstrate commitment to organisational values through behavior that is consistent with our caring, dynamic and effective approach to customer service.

- Look to provide Infrastructure specific guidance on both Regional and National Infrastructure delivery issues
- Ensure central government related Infrastructure initiatives are considered in future planning for the group
- Provide Engineering advice on projects and or development issues to the Group Manager and or wider team members
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- A relevant tertiary level qualification preferably in the Civil Engineering field.
- Demonstrated experience working in infrastructure and asset management sector.
- Demonstrated technical experience in the area of Infrastructure management and or delivery.
- Demonstrated ability to operate in a political environment with a high degree of professionalism, integrity, diplomacy, very good judgement and demonstrated sound political acumen.
- Proven skills in project planning and budgeting, and risk management
- Proven ability to persuade and influence and demonstrated effective negotiation, problem resolution and change management skills.
- Demonstrated ability in successful team building and working as an effective team member.
- Demonstrated commitment to provision of excellent customer service.

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

APPENDIX ONE - GENERIC ORGANISATIONAL COMPETENCIES

Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.

<p>Relationship Management</p>	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
<p>Information Management</p>	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.