



Job Description

Job title	Asset Management Information Officer
Group	Integrated Catchments
Section	Rivers and Drainage Assets
Responsible to	Rivers and Drainage Assets Manager
Responsibility for employees	None
Date	May 2021

Job purpose

This job exists to deliver high quality data maintenance, analysis and reporting using the Council's asset management information system and GIS system to ensure asset data is fit for purpose and supports best practice asset management across the organisation. The position is also responsible for system upgrade and new release testing, and training/supporting system users.

Functional relationships (relating to others)

External	Purpose and frequency of contact	
<ul style="list-style-type: none"> Technology One consultants 	<ul style="list-style-type: none"> Communicate, problem solve 	Occasionally
<ul style="list-style-type: none"> Territorial Local Authorities 	<ul style="list-style-type: none"> Collaborate, inform 	Occasionally
<ul style="list-style-type: none"> Auditors 	<ul style="list-style-type: none"> Report, inform 	Annually
<ul style="list-style-type: none"> River Scheme Advisory Groups 	<ul style="list-style-type: none"> Report, inform 	Bi-annually

Internal	Purpose and frequency of contact	
<ul style="list-style-type: none"> All teams using the AMIS (including Rivers and Drainage Assets and Operations, Engineering, Environmental Data Services, Lakes Operations, Property, Transport) 	<ul style="list-style-type: none"> Plan, collaborate, train, support 	Daily
<ul style="list-style-type: none"> Section managers and asset managers 	<ul style="list-style-type: none"> Plan, report, advise 	Weekly

<ul style="list-style-type: none"> Geospatial Team 	<ul style="list-style-type: none"> Collaborate, project support, advice, problem solve 	Weekly
<ul style="list-style-type: none"> Business Analysts 	<ul style="list-style-type: none"> Collaborate, project support, advice. problem solve 	Weekly
<ul style="list-style-type: none"> Finance Team 	<ul style="list-style-type: none"> Collaborate, project support, advice, problem solve 	Weekly

Key result areas

The job encompasses the following major functions or key result areas:

- Asset Management Information Systems and Processes
- Asset Data Capture and Maintenance
- Asset Data Analysis, Information and Insights
- Relationship Management
- Corporate Contribution

The requirements in the above key result areas are broadly identified below:

Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
1. Asset Management Information Systems and Processes	
<ul style="list-style-type: none"> • Being a 'super user' and champion of Council's asset management system, ensuring staff are trained and supported to use the system and the asset information efficiently and effectively. • Provide functional knowledge and advice on asset data and information, with regard to data structure, data availability, business process and uses of asset data and information. • Work with key stakeholders to implement system configuration improvements that meet user needs and enable effective use of the asset management system and GIS for data capture, maintenance, and reporting purposes. • Review and improve systems and processes, and develop process guidance notes, diagrams and how to guides. • Work with Business Analysts to develop and maintain data models, reporting systems, automation systems, dashboards and performance metrics that support key business decisions. • Assist with testing, and implementation of, any system upgrades and enhancements. 	<ul style="list-style-type: none"> • Staff are trained and supported, and the asset management system is integrated into business processes, work programmes and reporting activities to achieve cost effective management of assets. • Advice related to the asset database and associated information is accurate and timely. • The asset information system is adapted to the changing requirements of asset managers, finance managers, industry best practice and the IIMM infrastructure manual.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Undertake flood response and emergency response duties. Undertake any other duties as directed by the Rivers and Drainage Assets Manager. 	
2. Asset Data Capture and Maintenance	
<ul style="list-style-type: none"> Implement and undertake regular asset data quality audits to ensure that current, high quality and fit for purpose asset data and information is available within Council's asset management system. Support the development and implementation of an asset data improvement plan that documents processes for data gap identification and the enhancement of data quality. Continue existing data validation and capture projects (including the import of data from other component databases and GIS into the asset management system), including field investigations when required. Assist with the capture of new asset datasets, and the disposal of existing assets. Collaborate with the Council's asset and GIS specialists to maintain and improve established systems and processes to capture asset data for updating the Council's asset management system (Technology One Enterprise Asset Management) and GIS (ESRI ArcGIS Suite). Assist managers and staff to ensure that asset data relating to CAPEX and OPEX projects are accurately reflected in Council's asset management system and GIS system. Ensure that asset data capture and update processes are effective and efficient, including developing and utilising appropriate mobile field tools such as Field App (Tech1) and Field Map and Collector (ESRI). Create and implement maintenance schedules and inspection test points, and ensure that works are scheduled and undertaken in accordance with Asset Management Plans. 	<ul style="list-style-type: none"> Asset data is validated, current, complete and available for analysis and reporting. An asset data improvement plan is in place. Systems and processes are in place to ensure all relevant asset data is captured and maintained within the asset management and GIS systems. Condition assessments and inspections are scheduled and undertaken using the mobile field tools.
3. Asset Data Analysis, Information and Insights	
<ul style="list-style-type: none"> Assist with data analysis to provide accurate asset data information and insights to support asset renewals programming and asset management planning. Extract and present asset data that it is fit for purpose e.g. for asset valuations, insurance, asset management plans, operational work programmes. 	<ul style="list-style-type: none"> Asset data and information delivered on time with standards achieved, and correct documentation and processes followed. Reports provided from the asset management system are accurate and provide useful information to support planning and decision making.

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<ul style="list-style-type: none"> Develop a suite of reports from the asset management system to meet stakeholder needs. Maintain and continuously improve systems and processes for reporting asset information. Assist with risk management using the asset condition assessment process to register defects for prioritisation and scheduling into annual work programmes. 	<ul style="list-style-type: none"> Asset system reports are produced annually to inform the Asset managers for the Annual Plan, Long Term Plan, 30 year Infrastructure Strategy, and Asset Management Plans.
4. Relationship Management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors. Provide a high standard of customer service to internal and external parties to enhance the Rivers and Drainage Assets team image. 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Professional image is conveyed in public forums.
5. Corporate Contribution	
<ul style="list-style-type: none"> Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management. 	<ul style="list-style-type: none"> Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Hazards are identified and all incidents and accidents are reported. Participate in any wellness programmes, such as stress management training and health monitoring. Council records are created and maintained in corporate information systems, meeting specified information management standards. Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

Freedom to Act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- Standard operating procedures/guidelines
- Guidance from Rivers & Drainage Assets Manager

- Guidance from system and software providers.

Work complexity

Most challenging duties typically undertaken:

- Ensure delivery of work to meet the asset management information needs of teams across the organisation.
- Provide specialist training, support and advice to staff using the asset management information system.
- Audit data to ensure correct use of the system, identify gaps in asset data, and implement data management improvement opportunities.
- Data analysis and reporting to meet organisational requirements.
- Develop and document processes that are clear and easy to follow.
- Support annual asset management processes – valuations, infrastructure insurance, capital work programmes, Asset Management Plan reviews, Annual and Long Term Plans, Infrastructure Strategy.
- Keep pace with new technology and asset management, geospatial and data collection systems.

Person specification

Minimum academic qualifications required:

Essential	Desirable
<ul style="list-style-type: none"> • Diploma level 6 qualification in a Digital Information Management, Technology, Asset Management or other relevant discipline • OR • Demonstrated equivalent body of knowledge plus 5 years' experience. • A valid driver's licence required*¹ 	<ul style="list-style-type: none"> • A degree or post graduate diploma in asset management.

Knowledge / experience (indicate years of experience required as appropriate)

Essential	Desirable
<ul style="list-style-type: none"> • At least five years post qualification experience, preferably in a local government environment. • Experience reviewing existing information systems and processes and implementing improvements. • High level of computer literacy, particularly in Microsoft Office applications (e.g. Word, Excel and Power BI) and GIS applications (ArcGIS, Field Map, Collector) 	<ul style="list-style-type: none"> • Experience and an understanding of asset management and information management principles, practices and systems (including IPWEA IIMM) • Experience using Technology One Enterprise Asset Management or other asset management system/database. • Experience training, supporting and mentoring information system users • Practical knowledge of flood protection and land drainage schemes, and river engineering practices.

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.
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	<ul style="list-style-type: none"> • Geographical knowledge of the Bay of Plenty Region. • Experience collecting data in the field.
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Key skills / attributes / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"> • Management and organisational skills and capacity to deliver high quality outcomes within agreed timeframes. • Ability to analyse problems and identify solutions for their resolution. • Processes and technology related to asset management, data management, financial and geospatial systems. • Computing packages (Microsoft Office, GIS, asset management information systems).
Working knowledge	<ul style="list-style-type: none"> • Rivers and drainage scheme infrastructure asset activities, condition assessments, asset management planning and monitoring processes. • Annual asset management processes – valuations, infrastructure insurance, condition assessments, maintenance programmes, capital work programmes. • Engineering practices, river management and environmental management.
Awareness	<ul style="list-style-type: none"> • Community, cultural and political awareness.

Personal attributes / key behaviours

- Customer focused
- Committed to continuous improvement, problem solving, and finding innovative solutions
- Team player with a ‘can do’ attitude
- Motivated and able to learn, assimilate and implement new concepts, tools and techniques
- Accuracy and attention to detail
- A skilled communicator able to share information, train and provide support at different levels of technical knowledge and engagement
- Ability to work well under pressure and to deadlines
- Quick adopter of new technology
- Able to work well in an open plan working environment

Other requirements

- May be required to travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal hours.
- Required to be on call, and be flexible with working hours, for flood emergencies.

- A reasonable level of fitness for conducting field inspections and ground truthing asset information.
- A variety of skills/certificates including first aid, four-wheel drive, and conflict resolution would be advantageous.

Change 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.

Approved:

Manager

Date

Discussed with incumbent:

Employee

Date



Our values - our journey

A tatou haerenga

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p>Mana</p> <ul style="list-style-type: none"> Leadership Having strength and courage Being a positive influence Being proud and courageous Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none"> Trust and respect Reciprocity (sharing) Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> Unity Strong emphasis on collaboration Being inclusive Nurturing a positive team spirit Sense of ownership <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> Strong focus on relationships. Having fun and being happy Socialising, including the importance of friends Supporting each other <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>