

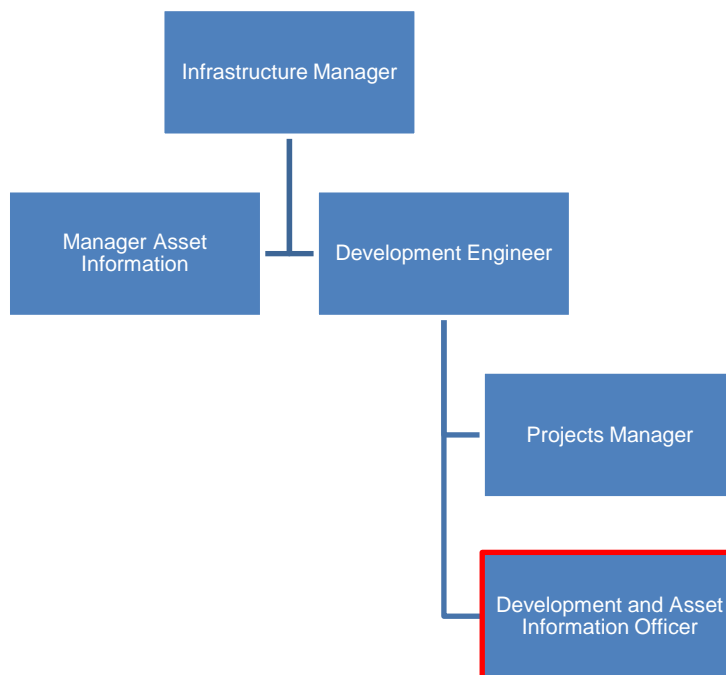
DEVELOPMENT AND ASSET INFORMATION OFFICER

POSITION DESCRIPTION

POSITION INFORMATION

Group	Operational Services
Team	Development Engineering
Reports to	Development Engineer (NB This position also assists the Manager Asset Information)
Direct Reports	N/A
Primary Location	Ruapehu Office and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	N/A

TEAM STRUCTURE



POSITION PURPOSE

- Assist the Development Engineer in assessing, processing and inspecting development proposals, approvals and construction.
- Operate and support Council's asset management systems
- Provide, maintain, create queries and action requests for relevant spatial, asset, condition and operational information for Council's infrastructural assets
- Assist with the development of asset management plans by providing timely and accurate asset information, reports, trends and data analysis.
- Assist the Asset Managers to develop and continually refine the capital improvement, renewal and maintenance programs.
- Provide back up to other members of the Asset Information team.
- Ensure accurate financial data for infrastructural assets are recorded in the Council's asset management systems.
- Analyse business processes relating to asset management and the use of the asset management systems and make recommendations for Business Process Improvement.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Development Engineering - Resource Consents	<ul style="list-style-type: none"> • Assisting with the engineering aspects of subdivision and land development resource consent applications • Providing development engineering assessments and reports relating to subdivision and land development proposals, with particular regard to assets vesting in Council; Ensuring developments are compatible with the Code of Practice for Development of Land, the District Plan, policy manuals, legislation and sound established engineering practice • Providing engineering advice/recommendations as necessary • Administering engineering requirements and certifying the completion of resource consent conditions.
Development Engineering - Infrastructure Asset Acquisition	<ul style="list-style-type: none"> • Infrastructure assets acquired by Taupo District Council are well designed, well-constructed, functional, durable, reliable and are easily maintainable • Infrastructure complies with current best industry practice and takes account of local conditions • Engineering and asset management records are obtained and correctly recorded • Asset Managers are satisfied
Development Engineering - Service Delivery	<ul style="list-style-type: none"> • Providing engineering comment on Project Information Memorandums (PIMS) • Assisting at the public counter and over the telephone with public enquiries

Responsibility	Key Functions/outcome
Asset Management Systems Update & Operations	<ul style="list-style-type: none"> • Maintain and regularly update asset information within the asset management systems including recording costs against assets. • Creation of new asset records in the asset management systems from “As Built” drawings and data to maintain asset attribute information including spatial information following improvement, renewal and maintenance works from consultants, contractors and developers. • Input into the asset management systems data obtained from consultants and contractors including media and condition rating information. • Assist the Manager Asset Information with system integration operations between asset management systems and other systems both internal and external. • Provide back up for other members of the Asset Information team.
Asset Management Analysis and Reporting	<ul style="list-style-type: none"> • Analysing, interpreting and reporting of asset information as requested. • Assist the Asset Managers with the development of renewal programmes. • Assist with the development of Asset Management Plans by providing timely and accurate asset information, reports, trends and data analysis. • Develop innovative ways to view and understand the implications of asset management and maintenance activities.
Business Improvement / Wider Council support	<ul style="list-style-type: none"> • Provide assistance and training to both internal and external users of Council’s asset management systems. • Work collaboratively with the fixed asset accountants and the Manager Asset Information to ensure accurate asset valuations and capitalisation. • Provide asset information to asset managers, other departments of Council and external sources when required. • Provide assistance to the wider Council staff where specialised geospatial knowledge of assets is required to generate files, reports and presentations. • Analyse, design and document business improvement initiatives for the wider council staff and for external users of the asset management systems.
Records and Reporting	<ul style="list-style-type: none"> • Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or SLG
Health & Safety and Wellbeing	<ul style="list-style-type: none"> • Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in work place • Participate in local work place safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> • Undertakes projects and/or other initiatives that may be assigned by the manager or SLG

Responsibility	Key Functions/outcome
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Finance, Infrastructure, Parks & Recreation and Facilities Management staff Other Taupo District Council staff 	<ul style="list-style-type: none"> Contractors and consultants

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Tertiary qualification in Engineering, GIS, IT or related field or equivalent level of learning through experience 	

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> An ability to carry out research, audit, analyze information and report findings. Ability to think analytically and strategically but to also take a practical and 'hands on' approach (creative problem solving skills). Able to undertake field surveys and collect data of Council assets. Flexible attitude and willingness to undertake a variety of tasks. 	<ul style="list-style-type: none"> Local Government experience Engineering experience Financial experience Sounds Knowledge of ArcGIS and AutoCAD would be an advantage Ability to construct reports using database reporting systems Advanced computer skills, including GIS, and database management.

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> A clean, current and full drive licence (class 1) Experience in asset management systems and maintain asset data Ability to interpret maps and plans Experience using systems for data management Literacy in all Microsoft Office software Excellent communication skills (written and oral) 	<ul style="list-style-type: none"> Local Government experience Engineering experience Financial experience Sounds Knowledge of ArcGIS and AutoCAD would be an advantage Ability to construct reports using database reporting systems Advanced computer skills, including GIS, and database management.

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		