

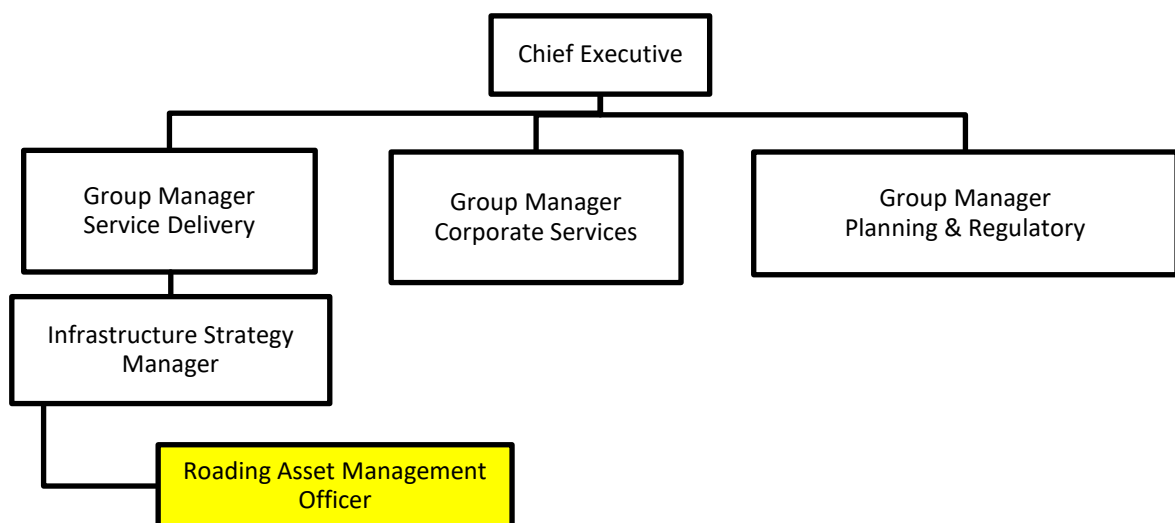
Vacancy Information

Job Title	Roading Asset Management Officer Are you keen to get stuck into the asset management side of one of the largest local roading networks in New Zealand? If you answered yes – this job is for you! If you have a tertiary diploma or degree in engineering or equivalent experience, this job presents an exciting opportunity to help us develop and analyse our local roading network. There is even a bit of field work at times for you to get out of the office and drive the Clutha District's uncrowded, rural roads so you need a current driver's licence. Computer literacy is also a must.
For confidential enquiries	Please contact Jules Witt via email jules.witt@cluthadc.govt.nz
Salary	A pay range from \$62,500 to \$72,000 per annum gross, dependent on relevant qualifications, experience and skills.
Included in this information pack	Job Description Clutha District Council Application for Employment Form
To apply	Please complete our application for employment form and return to us, preferably by email, accompanied by your CV and covering letter. An incomplete application is not likely to lead to success.
Send applications to	Email to vacancy@cluthadc.govt.nz Emailed applications must be in either Microsoft Word format or PDF, or post to; Roading Asset Management Officer Vacancy Clutha District Council P O Box 25 Balclutha 9240
Website	You may wish to visit our website www.cluthadc.govt.nz for information about the Clutha District and this council or find us on Facebook.
Vacancy Process	• All applicants must be legally entitled to work in New Zealand. • All applications will be acknowledged to the email address provided in your application (preferred method) or posted if email not included. • Your application will be treated confidentially. Only staff that are involved in the recruitment process will view the information you provide in your application. • After the closing date, relevant staff will shortlist the applicants for the interview process. • Those applicants selected for interview will be contacted by us to arrange a date/time. • If you are selected for an interview, be prepared to sign a police vetting form authorizing the Clutha District Council to seek a police report on you. • We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.

Job Description

Job Title	Roading Asset Management Officer
Date	August 2019
M-files id	235854
Group/Department	Service Delivery
Team	Infrastructure Strategy
Location	Based at the offices of the Clutha District Council, Balclutha with work within and around the Clutha District
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours/week)
Responsible to	Infrastructure Strategy Manager
Responsible for	No staff report to this position
Job Summary and Purpose	To assist with the development, analysis and review of activity management plans, budgets, policies and valuations for all Council assets. To be responsible for the capture, updating, editing and analysis of data for Councils infrastructure assets.

Organisational Context



Key Result Areas

- Asset Data System Administration & Operation
- Activity Management Plan and Budget Development
- Asset Valuations
- Data Collection
- Data Analysis
- Performance Monitoring
- Development Engineering Support

Job Holder Is Accountable For	Performance Standard
Key Result Area Asset Data System Administration & Operation	Measures
• The operation, maintenance and updating of Councils asset information systems	• Asset information systems are accurate and up to date
• Identify missing and assumed asset information (including data uncertainty and confidence levels) and develop a programme of field surveys and inspections to ensure information is complete and accurate	• A system and data improvement plan is identified and continuous improvement in data systems and data is achieved
• Assist with the inter-linkage of all asset information with Council's and contractors information systems, e.g. GIS, AssetFinda, RAMM, etc. as appropriate	• Opportunities to maximize the benefit of the data available are identified and implemented
• Provide accurate and timely asset information as required	• Users have access to accurate data in an easy to use format

Job Holder Is Accountable For	Performance Standard
Key Result Area Activity Management Plan and Budget Development	Measures
• Assist with the development and review of Activity Management Plans for all Council asset areas	• Activity management plans are developed and implemented to ensure sustainable and coordinated services are delivered that meet agreed levels of service into the future
• Identify capital works projects in conjunction with the Capital Delivery and Operations teams with appropriate supporting information	• Capital projects are identified and business case information is provided to ensure projects will meet Councils strategies and objectives
• Assist with the planning and budget development processes for the Long Term Plan, Annual Plan and 30-year Infrastructure Strategy	• Information for key corporate business planning documents are delivered on time and to an appropriate standard

Job Holder Is Accountable For	Performance Standard
Key Result Area Asset Valuations	Measures
• Assist with preparing, collating and reviewing asset information	• Asset information is up to date and in an appropriate format
• Assist with asset valuations, and annual capitalization processes and valuation reviews	• Independently reviewed asset valuations and depreciation information are available within agreed timeframes

Job Holder Is Accountable For	Performance Standard
Key Result Area <i>Data Collection</i>	Measures
Identify and undertake field surveys (data logger, traffic counter, etc) to collect or confirm critical asset data in a systematic way to support operational and long term planning needs	Data quality improves over time and supports good decision making
Monitor routine data supplied from contractors and Council staff to ensure it is fit for purpose	Ensure that the data collected and recorded meets the required standard for the level of criticality the asset is required to deliver.
Identify opportunities to collect additional data that will add value to Council business processes	Opportunities to improved data collection are identified and explored with council staff and their contractors.

Job Holder Is Accountable For	Performance Standard
Key Result Area <i>Data Analysis</i>	Measures
Provide technical expertise and advice to Council staff and contractors on accessing and using Council asset systems	Technical advice and data is available to be used by staff and contractors
Assist with data analysis to support operational, capital and planning activities	Good business planning and decision making is underpinned by quality data systems

Job Holder Is Accountable For	Performance Standard
Key Result Area <i>Performance Monitoring</i>	Measures
Assist with internal monitoring and review of Service Delivery budget areas	Progress against budgets is monitored and variances projects and get experience in other areas for career development are highlighted and discussed with relevant teams
Assist with internal monitoring and review of Service Delivery performance measures	Annual performance measures are monitored and variances are highlighted and discussed with relevant teams

Job Holder Is Accountable For	Performance Standard
Key Result Area <i>Development Engineering Support</i>	Measures
Provide strategy and planning development engineering input for resource consent applications, building projects, subdivisions, etc.	Accurate and timely advice regarding development impacts on capital works and strategies/planning processes is provided to applicants and internal staff within agreed timeframes.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Financial Responsibilities

The job holder controls a budget.	
Maximum delegated expenditure that may be spent without reference to manager	\$10,000

Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

Work Complexity

Most challenging duties typically undertaken or most complex problems solved:
- Administration and operation of complex database software packages. - Install, operate and collect data from the field such as a vehicle counters and logging equipment. - Analysis of data to support renewal programmes such as mapping of accidents, mapping of road repairs etc. - Assist with the drafting and development activity management plans involving staff and consultants. - Assist with the asset valuation process and assessment of annual capitalization of assets. - In consultation with senior staff, assess the impact and provide advice regarding the development of capital projects, maintenance programmes and levels of service.

Person Specification

Technical/Professional Qualifications/Experience	
Essential	Desirable
Tertiary Diploma or Degree in Information Services, NZ Dip. Eng., NZCE (Civil), an equivalent qualification or significant experience (7+ years)	
Intermediate computer skills in spreadsheets and in databases. Competent keyboard and computer skills, particularly spreadsheets and financial monitoring	GIS and/or CAD – a willingness to learn these skills is essential
Knowledge of asset management and data collection systems	RAMM experience is an advantage
Asset management experience	Asset management qualification and/or asset valuation experience
Experience in the Roading industry of 5 years	General civil engineering experience across a variety of asset types

Knowledge/Skills and Attributes	
Essential	Desirable
Current, full motorcar/light motor vehicles drivers licence	
Report and letter writing ability	
Ability to organise and prioritise workloads to meet targets and work to deadlines	
Liaise effectively and efficiently with others in a friendly manner and have the ability to deal courteously with everyone	
Ability to work independently, use initiative	
Ability to build positive working relationships with colleagues	
Ability to maintain confidentiality	
Enthusiastic, energetic and self-motivated	
Well-groomed and present a professional image	

Key Relationships

External	Purpose of contact with this person/s
Government and non-government agencies	Liaison regarding reporting of asset information and statistics
Other territorial local authorities and regional councils	Liaison regarding asset information/systems and statistics
Tangata Whenua/Iwi/Public/Stakeholders/customers	A limited range of data supply and customer service interactions
Service Providers & Contractors	Procurement of professional services as required and liaison regarding integration and use of data systems
Community groups and organisations	A limited range of asset information and customer service interactions
Internal	Purpose of contact with this person/s
Infrastructure Strategy Team	Ongoing and integrated co-ordination and collaboration
Service Delivery Group	- Feedback and liaison on capital delivery and operational issues
Executive Management Team	Co-ordinate and provide responses for specific customer services enquiries
All staff	Respond to enquiries as required

Our Place Our Values

- It's a place where they know their jobs, they help me understand, they help me through the steps, and they help me achieve what I want.
- It's a place where they say "how can I help?" Where if they do say no, I feel they have listened to me and their reasons make sense.
- It's a place where I know when I make a service request, something is done and when they say they will do something, they do it.
- It's a place where it is easy to do my business, they action matters quickly, I can get hold of them, I trust them and respect them.
- It's a place where improvements are constantly made, mistakes trigger learnings, and innovation occurs, they have the "bread and butter" right but they are always looking ahead.
- It's a place where staff enjoy their jobs, are challenged and have development opportunities. It's a fun place to work, a safe place to work, and the staff respect each other.
- It's a place that lives and breathes "public service". They are proud of working for Council and they are excellent at what they do.

Health and Safety

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

Council Information

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

Emergency Response

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).

Application for employment

Clutha
District Council



CONFIDENTIAL

PRIVACY ACT PROVISIONS:

The information you provide on this application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment within the Council, and to meet Council's information requirements as a potential employer.

You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.

NOTE: All questions must be answered; either in the space provided in the following form, or in your accompanying curriculum vitae. A covering letter is a useful addition to your application.

Please do not bind your CV or use a bulky presentation folder. A simple paper clip or staple is acceptable. CV's will not be returned, so please do not include original documents.

1. Position Applied for:			
2. How did you become aware of the vacancy?			
3. Personal Information			
Family name:			
First names:		Preferred name:	
If you are known by other names, please record them here:			
Title if desired (optional):			
Residential address:			
Mailing address:			
		Post Code:	
Mobile phone:			
Work Phone:		After hours phone:	
Email:			

4. Health and General Information	
Do you suffer from an illness/disability which would be aggravated or made worse by performing the job you have applied for?	Yes ☐ No ☐
Are you on medication which would affect your performance in the job you have applied for?	Yes ☐ No ☐
Have you had an injury or medical condition caused by gradual process, disease or infection - e.g. hearing loss, sensitivity to chemicals, repetitive strain injury, which the tasks of this job may aggravate/contribute to?	Yes ☐ No ☐
If so, please give details on all the above:	
Do you smoke?	Yes ☐ No ☐
Do you have a current drivers licence?	Yes ☐ No ☐
If yes, what class?	
Are you awaiting hearing of any charges for driving offences?	Yes ☐ No ☐
Have you ever been convicted of a criminal offence?	Yes ☐ No ☐
(This does not include convictions that are subject to the clean slate scheme of the Criminal Records (Clean Slate Act 2004). Applicants may be asked to sign a police vetting form authorizing the Clutha District Council to seek a police report on them.)	
If yes, please give brief details:	
Do you intend to engage in other paid work whilst employed in this position?	Yes ☐ No ☐
If yes, please give brief details:	
Do you have any commitments which may prevent you from attending your place of employment during ordinary hours of work or affect your ability for out-of-hours work?	Yes ☐ No ☐
If yes, please give brief details:	
Are you legally entitled to work in New Zealand? If you answer yes and your legal ability to work in New Zealand is governed by a work or other visa, please provide evidence.	Yes ☐ No ☐
Do you consent for us to check legal your legal work status through Visa View, NZ Immigration's online checking tool. Please provide your passport nationality and number for this check.	Yes ☐ No ☐
Are you prepared to abide by Health and Safety regulations?	Yes ☐ No ☐
Do you hold a current "At Work" First Aid Certificate?	Yes ☐ No ☐
Have you previously been employed by Clutha District Council?	Yes ☐ No ☐
If yes, please give date of last year employed and name employed under:	
If your application is accepted, when could you commence employment?	

5. Referees			
Do you agree to enquiries being made as to other matters relating to your suitability for employment, and the accuracy of information, contained in this application form?			
	Y	N	Comments
Most recent employer	☐	☐	
Past employer	☐	☐	
Other persons	☐	☐	
Please give details of referees who you authorise us to contact. Two work related and one personal			
Name:			Occupation/position:
Address:			Phone:
Name:			Occupation/position:
Address:			Phone:
Name:			Occupation/position:
Address:			Phone:
6. Attach curriculum vitae			
Please return this application form accompanied by your curriculum vitae containing the following information:			
Education/Qualifications: - Name of educational institutions attended (secondary and tertiary level only), qualifications or standard of achievement and year gained - Details of relevant post qualification training - Other qualifications or certificates you consider relevant, showing dates gained - Membership of relevant professional associations and offices held			
Employment history - Details of most recently held position, including employer's name, address, position held, length of time in that position, number of staff responsible for, position reported to and key tasks - Details of other employment, starting with the most recent position, including employer's name and address, position held and nature of work, time in that position and reason for leaving			
Work experience relevant to position Include job experience you consider would support your application for this position			
Spare time interests and experience Include details of general recreational and community activities you are involved in.			
7. Declaration			
I, (print full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.			
Signature:			Date: