

ASSET MANAGEMENT INFORMATION OFFICER

Directorate	Infrastructure	Department	Asset Strategy
Reports to	Asset Management Lead	Grade	13
Date Reviewed	August 2019		
Job Purpose			
<p>To actively engage with all Directorates to support the coordinated and integrated management of asset management related data and information systems, consistent with council strategies and policies.</p> <p>To assist asset managers develop a comprehensive understanding of asset performance and condition trends, cost profiles, and risk exposure, through the interrogation and analysis of asset information and data.</p> <p>To support the Asset Management Lead in the development, implementation, operation and continual improvement of a fit for purpose asset management system in accordance with the principles contained in the international standards for asset management and associated practices.</p>			
Key Accountabilities			
1. Asset Management Information System Management			
<ul style="list-style-type: none">▪ Be proficient in the use of the Council’s Asset Management Information System (AMIS).▪ Assist with the development of integrated asset data systems and geospatial information systems (GIS) by providing feedback on user requirements and suggestions on development needs to the Asset Management Information Specialist and Information Services Team.▪ Assist with establishing and maintaining the asset hierarchy and associated asset information structures inside the AMIS.▪ Assist and train other council staff in using the AMIS.▪ Maintain awareness of, and involvement in, organisation wide IT / ICT projects that affect the AMIS or the Asset Management Framework (AMF).▪ Maintain an awareness of development in IT and ICT across industry that may be beneficial to the Council AMIS or AMF and recommend adoption of new technologies and approaches where appropriate.			
2. Asset Data Capture and Information Utilisation			
<ul style="list-style-type: none">▪ For all assets allocated to this position by the Asset Management Lead, this position shall:▪ Ensure effective monitoring, analysis and regular reporting of asset related data according to identified requirements.▪ Actively contribute to the development and implementation of efficient workflow and information flow processes associated with the asset information solutions.▪ Monitor the efficient capture and analysis of asset data and dissemination of information.▪ Assist with the development of information reports and undertake regular analysis of information to identify trends, and highlight potential risks or opportunities for improvement to appropriate stakeholders.			

3. Quality Assurance and Compliance	
<ul style="list-style-type: none"> Contribute to continuous improvement, compliance, and assurance activities using asset condition, performance, cost, and risk data, and associated information. 	
4. Team	
<ul style="list-style-type: none"> Contribute to the ongoing development of a high performing and competent team. Contribute to the establishment of a strong stakeholder/customer and solutions focused culture. Contribute to the ongoing pro- active support of health and safety strategies and policies. 	
5. Relationship Management	
<ul style="list-style-type: none"> Ensure the establishment and maintenance of strong and meaningful relationships with key agreed/targeted external and internal stakeholders. Report on achievement of those relationship expectations. 	
6. Civil Defence	
<ul style="list-style-type: none"> This role will be required to perform Civil Defence duties as required. 	
7. Health & Safety	
<ul style="list-style-type: none"> Participate and contribute to health and safety continuous improvement initiatives. Report all incidents, including near misses, whether or not these incidents involve actual consequences Ensure safe work practices are followed. Proactively promote safe behaviour and injury prevention. Participate in training and working safely including the proper use of safety equipment. Ensure safety at work is top priority. 	
General Financial Delegations	
Nil	As set out in the “financial delegations” register on Info Source, which can be updated at the discretion of the Chief Executive.
Non-Financial Delegations	
No	As set out in the non-financial delegations register on Info Source, which can be updated at the discretion of the Chief Executive.
Relationships	
Internal	External
<ul style="list-style-type: none"> Manager Asset Strategy Team Leader and 3 Waters Team Team Leader and Parks, Reserves, Sportsgrounds Team Team Leader and Transportation Team Manager Buildings and Property and Team Operations Manager 3 Waters and Team Leaders City Operations Team Leaders. Community Services Team and Managers Manager City Development and Team 	<ul style="list-style-type: none"> Peers in similar Asset Management IT roles Asset Engineers and Managers of other authorities Professional services consultant engineers

<ul style="list-style-type: none"> ▪ Business Excellence and Transformation Team ▪ Information Technology Team ▪ Corporate Finance Team 	
Qualifications, Skills & Experience	
<i>Essential</i>	
Education	<ul style="list-style-type: none"> ▪ Level 6 diploma in relevant related field
Licence	<ul style="list-style-type: none"> ▪ Current drivers licence
Experience	<ul style="list-style-type: none"> ▪ 7 – 8 years' experience in a business analyst or similar analytical role within a physical asset based industry sector. ▪ Proven ability in interrogation of database systems and information management practices. ▪ (A slightly lesser amount experience may be acceptable, depending on level of education).
Skills	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication. ▪ Proven ability to facilitate meetings and workshops. ▪ Proven abilities in data entry, analytics and manipulation to identify trends, and their associated organisational risks and opportunities. ▪ Build effective stakeholder relationships
<i>Desirable</i>	
Education	<ul style="list-style-type: none"> ▪ A relevant tertiary degree qualification in business, data analytics, information technology, or asset management or suitable relevant industry experience.
Other Attributes	<ul style="list-style-type: none"> ▪ Demonstrated success working with complex workflows in a dynamic and evolving enterprise environment. ▪ Experience in managing linkages between GIS and asset management systems. ▪ Competency in SQL query writing. ▪ Experience with the following software packages / information technologies: <ul style="list-style-type: none"> ○ Accela ○ Magiq ○ Oracle systems ○ Bentley-Water ○ Arc GIS / ESRI ○ CAMMS Sycle: Project, Risk, and Planning modules ○ RAMM ○ SPM Asset Management ○ Similar asset management technologies. ▪ Confident with spatial information and geo-spatial metadata standards and practices. ▪ Understands software development methodologies, data modelling and timelines

Core Competencies	
Takes the lead to improve and deliver	Identifies and communicates opportunities to improve service, systems and/or processes.
Exceed customer expectations	Takes personal responsibility to deliver superior service to the customer (internal &/or external). Follows up with customers in a timely and respectful manner.
Values team & readily supports others	Readily involves others, as appropriate, to accomplish individual and team goals. Volunteers to help others. Values diversity and others opinions. Credits their contribution.
Integrity and Honesty	Is open, honest and timely in communications. Practices what speaks. Shares time and knowledge freely. Values others opinions and credits their contribution. Treats others as equals. Is positive and constructive. Has energy and encourages others. Understands own abilities and weaknesses. Manages own emotions. Gains insight from others and their feedback. Maintains confidentiality. Admits mistakes and does not misrepresent. Honours commitments and keeps promises.
Technical & professional expertise	Makes an important contribution to team results. Completes work with minimal supervision. Output can be relied on.
Solves problems & analyses issues	Identifies and resolves problems readily.
Innovates	Team trusts and seeks out ideas and opinions.
Practices self-development	Is aware of own personality traits. Develops working relationships with others that compliments own style and/or skills. Reflects on own performance and uses feedback to guide change. Takes opportunity to diversify career. Is positive about giving new systems a go. Learns quickly when faces new problems. Stays abreast of new legislation and technical developments.
Drives for results	Sets high standards for own performance. Meets expectations of internal and external customers. Manages time and cost to best effect.
Establishes stretch goals	Consistently delivers on commitments. Asks questions to clarify priorities as needed.
Takes initiative	Takes the initiative to resolve routine problems and understands when issues should be escalated. Supports new ideas.
Communication	Establishes trust and rapport with others including internal and external customers. Conveys written and verbal information clearly, concisely, and in a timely manner. Listens carefully to different opinions and ideas.
Inspires & motivates others to high performance	Acknowledges others' efforts and accomplishments. Shares own expertise and experience with others.
Builds relationships	Demonstrates understanding of the unique needs of individual customers.
Develops others	Provides constructive feedback to others to help improve their performance.

Champions change	Approaches problems with curiosity and open-mindedness. Quickly picks up on and adapts to new procedures or processes and different or new ways of doing things.
Health & Safety Performance	Undertakes all work activities in a safe manner as defined by policies and procedures. Reports any hazards and incidents immediately.
Vision and Values	
To provide facilities and services and the environment, leadership, encouragement and economic opportunity to make Napier the best city in New Zealand in which to live, work, raise a family and enjoy a safe and satisfying life.	

Our Values

ICE

INTEGRITY:

- We act in a safe, open, honest and transparent manner.
- In all that we do, we can hold our heads high.

COMMUNITY AND CUSTOMER SERVICE:

- We commit to listening to the needs of our internal customers and community and delivering excellence in service.
- We engage in a friendly, trustworthy and respectful manner, embracing cultural heritage and diversity with an open mind.

EXCELLENCE:

As one team we encourage each other to:

- Set consistent standards, while delivering the highest quality service and celebrating success in this, together.
- Care about the safety, wellbeing and the enhancement of ourselves, community and environment to enable all to flourish and prosper.
- Embrace creativity and flexibility in a safe, collegial environment – where each individual's skills are valued and recognised.



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri