



We're Hiring!

ASSET MANAGEMENT OFFICER

Join our growing team and shape the future with us.

ASSET MANAGEMENT

Apply Now - hr@greydc.govt.nz

MĀWHERA GREY DISTRICT COUNCIL

Help shape the future of Grey District's infrastructure and community assets

Are you passionate about infrastructure, asset planning, data analysis, and making informed decisions that deliver value for communities? We're looking for an Asset Management Officer to join our Operations team and play a key role in the sustainable management of Council's infrastructure and community assets.

This is an exciting opportunity to work across a diverse asset portfolio, supporting long-term planning, asset management improvements, data quality and renewals planning that help shape the future of the Grey District.

About the Role

Reporting to the Assets & Infrastructure Manager, you'll be responsible for maintaining and implementing Council's asset management systems, asset information, and activity management plans. You'll provide technical support that enables informed decision-making, financial planning, infrastructure investment, and service delivery across Council's assets.

Working closely with operational staff, contractors, consultants and key stakeholders, you'll ensure asset information is accurate, reliable and fit for purpose while driving continuous improvement across Council's asset management practices.

What You'll Be Doing

As our Asset Management Officer, you will:

- Develop and maintain Asset Management Plans across Council's asset portfolios.
- Support the development of Infrastructure Strategies, Long Term Plans and Annual Plans.
- Prepare lifecycle forecasts, renewal programmes and investment priorities.
- Collect and maintain asset data quality within Council's asset management systems and GIS.
- Analyse asset data, asset performance, condition and criticality information.
- Support asset valuations, audit and financial reporting processes.
- Drive continuous improvement initiatives that strengthen Council's asset management maturity

About You

You'll enjoy working with data, solving complex problems and helping Council make informed investment decisions. You're highly organised, analytical and able to work collaboratively with a wide range of people.

You'll also bring:

- A relevant tertiary qualification.
- At least two years' experience in asset management, infrastructure planning or a related field.
- Experience developing asset management plans, strategies or planning documents.
- Strong knowledge of asset management principles and infrastructure assets.
- Experience collecting, maintaining and analysing asset data.
- Advanced Microsoft Excel and Microsoft Word skills.
- Experience using asset management systems and GIS software.
- Excellent analytical, research and report-writing abilities.
- Strong communication and relationship management skills.
- A practical, solution-focused approach and willingness to learn.
- The ability to work both independently and as part of a team.
- A full, clean New Zealand driver's licence.

Why Join Us?

This is an opportunity to be part of a team delivering essential infrastructure services that support our community every day. You'll enjoy meaningful work, professional development opportunities, a supportive team environment, and the ability to make a real difference to the future of the Grey District.

Applications close 13 November 2026 or when the role has been filled.

To apply: Submit your CV and cover letter outlining why you're the ideal candidate for this role.

If you are passionate about infrastructure planning, asset management and creating sustainable outcomes for our community, we'd love to hear from you.

"Help shape our future and our community"

To find out more, please review the position description at www.greydc.govt.nz/vacancies and submit your CV to hr@greydc.govt.nz or for a confidential discussion, please contact Kathryn Ruddle on 027 700 3916

Interviews will be conducted as suitable applications are received.