

Position Description

We are one exceptional team, providing outstanding customer service to our community, Grey District



Position Title

Asset Management Officer

Contract Type

Permanent Full Time

Date

7 October 2026

Location

Grey District Council, 105 Tainui Street

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing

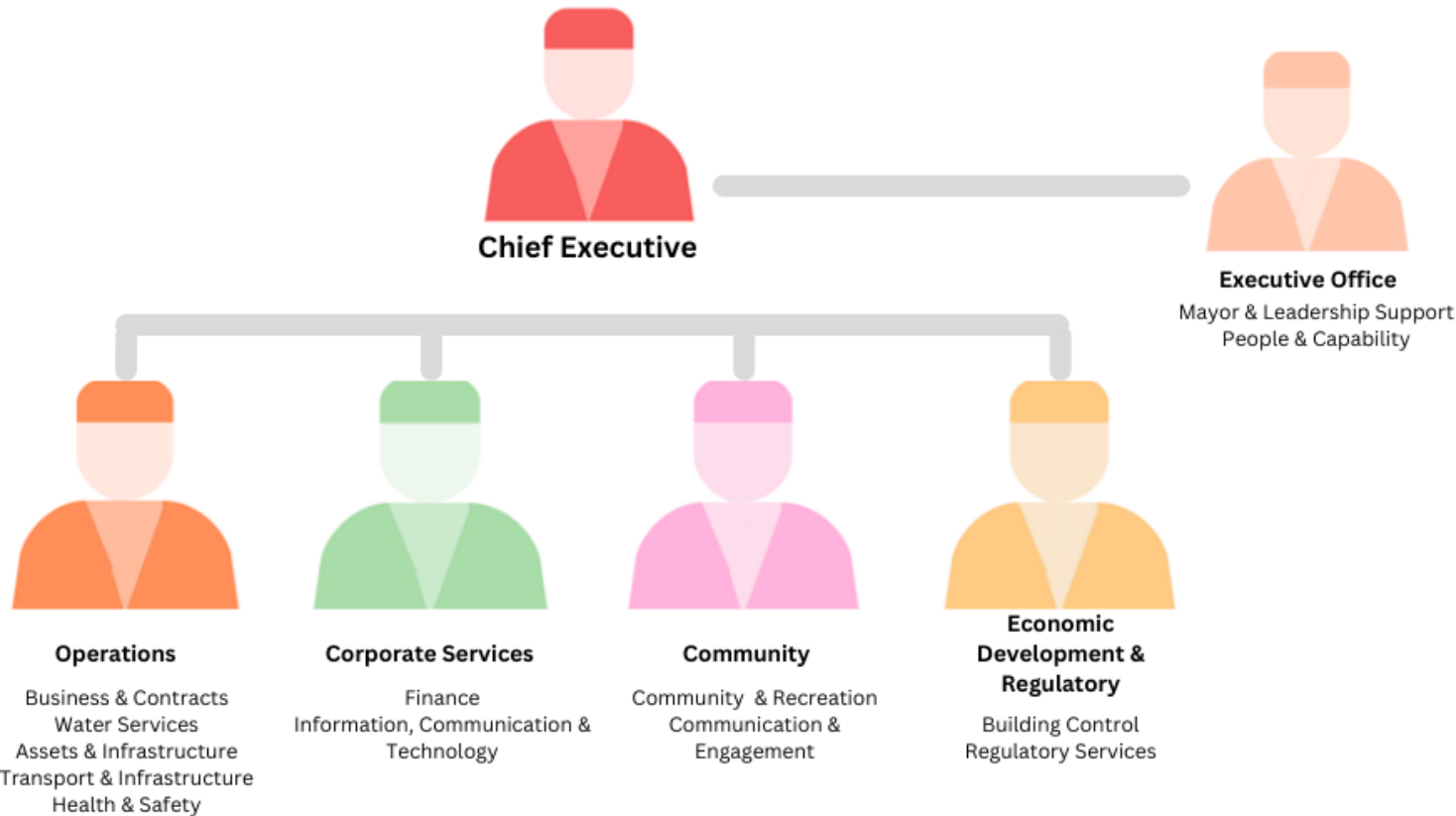


Be Integrity



Lead, together

Grey District Council Services





Purpose of Position

The primary purpose of this role is to work as part of the Assets & Infrastructure Team to support the planning, management, improvement and sustainable stewardship of Council's infrastructure and community assets.

The role is responsible for maintaining and improving Council's asset management including asset management systems, asset data, and asset management plans. The Asset Management Officer provides technical support to the Assets & Infrastructure Manager and wider Operations Team by ensuring that asset information is accurate, reliable, and available to support operational decision-making, financial planning, capital works programming, Long Term Plans and the Infrastructure Strategy.

The role supports the effective and efficient operation of Council's infrastructure assets through asset data management, condition assessments, performance monitoring, reporting, contract support, project support, and continuous improvement initiatives to ensure services are delivered safely, efficient and in alignment with Council's strategic objectives, levels of service and community expectations.

Key Relationships

Responsible to

Assets & Infrastructure Manager (Operations Group)

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team
- Operations Team
- Finance Team
- Regulatory Services Team
- Corporate Services Team
- GIS and Information Systems Staff
- All Council Staff

External

- Customers and Ratepayers
- Consultants and Contractors
- Asset Management Software Providers
- Auditors
- Waka Kotahi NZ Transport Agency
- Regional Councils and Territorial Authorities
- Government Agencies
- Utility Operators
- Community Groups and Stakeholders

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time-to-time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Performance Measures



Key Result Areas

KPI (area of responsibility)

Asset Management Planning

- Develop and maintain Asset Management Plans across all asset classes.
- Support Infrastructure Strategies, Long Term Plans, and Annual Plans.
- Prepare lifecycle forecasts, renewal programmes, and investment priorities.
- Support level of service reviews and future demand assessments.
- Contribute to risk-based asset, operational, and capital planning.
- Implement asset management improvement actions.

Asset Data and Information

- Collect, maintain and improve asset data
- Maintain asset records within Councils Asset Management System and GIS
- Coordinate and undertake asset data collection, verification and audit programmes.
- Manage the capture and integration of condition, valuation, and as-built data.
- Develop and maintain asset data quality standards and processes.
- Monitor data completeness, accuracy and compliance.

Asset Valuations

- Coordinate asset valuation and capitalisation processes.
- Prepare asset valuation reports.
- Maintain valuation data and supporting documentation.
- Support audit requirements and information requests.
- Ensure compliance with relevant asset management standards and financial accounting standards.

Asset Condition and Performance Monitoring

- Coordinate condition assessments and asset inspections.
- Analyse asset condition, performance, and criticality data.
- Identify asset risks, vulnerabilities, and renewal needs.
- Monitor asset performance measures and levels of service.
- Support the implementation of risk-based asset management practices.

Project and Capital Delivery Support

- Ensure asset information requirements are incorporated into projects.
- Verify project completion records, asset handover documents, and as-built information.
- Support procurement activities and consultant management if required.
- Assist with project reporting, financial tracking, and asset capitalisation if required.





Education / Qualifications

- A tertiary qualification in an appropriate field
- Minimum of 2 years relevant experience

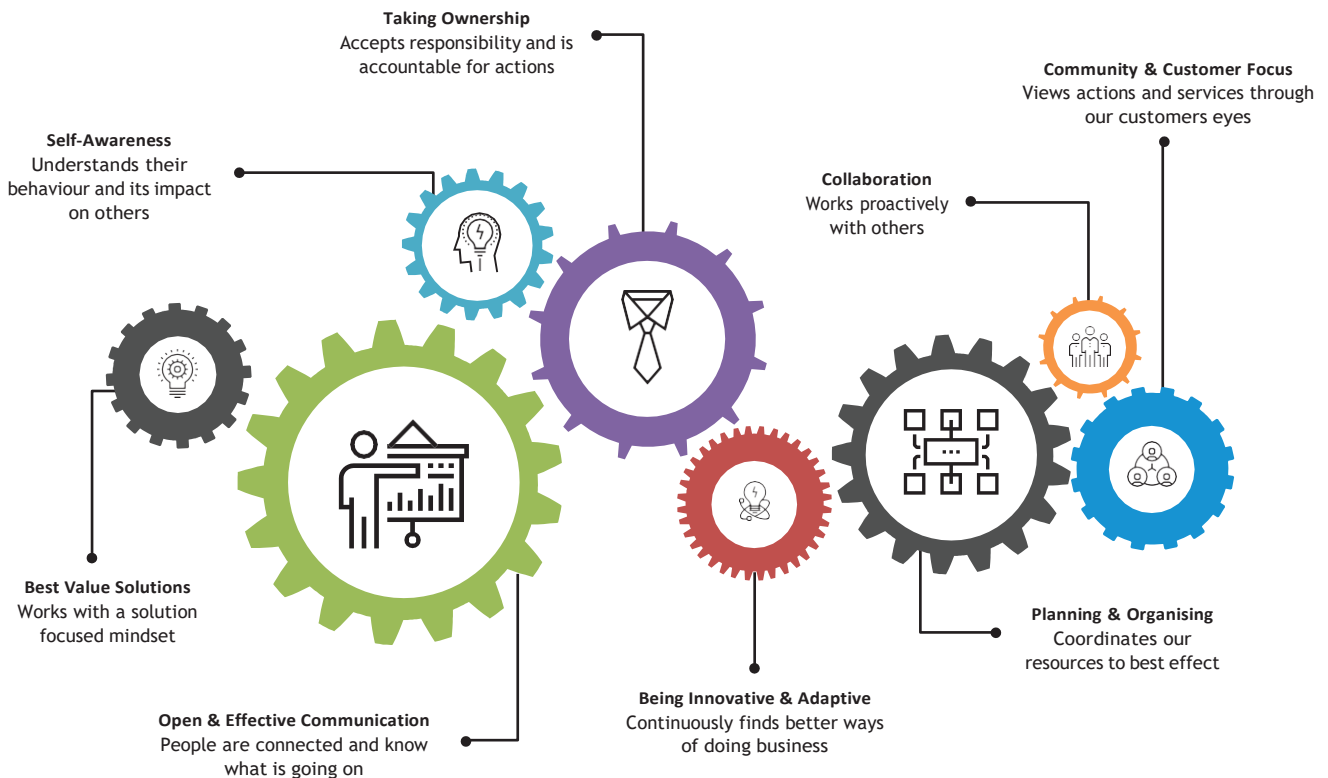
Position Competencies

- Experience in Asset Management with good knowledge of the local government infrastructure sector
- Experience with asset management industry standards, i.e. IIMM, Apopo Guide, ISO 55000
- Experience in field work, collecting asset data
- Experience writing planning documents, asset management plans or similar
- A high level of computer literacy is required; expert user of Microsoft Excel and Microsoft Word
- Experience in using asset management systems and GIS

Professional Competencies

- Ability to work with minimum supervision
- Strong communication skills (written and oral)
- Ability to complete tasks on time
- Ability to successfully resolve conflict
- Ability to relate to a wide range of people and all levels and backgrounds
- Keenness to continue learning and improve skills
- Ability to apply knowledge and skills in a practical way
- Ability to be a team player and work with the wider team
- Full and clean driver's license

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be amended by the employer following reasonable notice of two weeks to me.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date

