

Schedule 2: Job Description



Title: Works and Services Manager

Reports to: Senior Manager- Operations

Direct Reports: 5

Location: 96 West End, Kaikoura

Date: September 2019

Position Purpose:

- To lead the Works and Services Team in the delivery of infrastructure services and community facilities.
- To manage, maintain and develop Council's 3 waters, roading, solid waste and community facilities assets and networks to provide affordable and appropriate services to the community.
- To provide reliable and efficient 3 waters, roading, solid waste and community facilities services to the community.
- To provide strategic advice and planning for Council owned and managed infrastructure and facilities.
- To ensure that assets repaired and rebuilt through the rebuild process are appropriate for the future needs of the District.
- To provide support and advice to other Council teams requiring input about Council assets.
- To be a pro-active member of the Leadership Team.

Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Senior Manager- Operations from time to time as determined by the Senior Manager- Operations.

Leadership	<ul style="list-style-type: none">• Provide direction, empowers, motivates and develops others in order to achieve business and organisational goals.• Is a role model for KDC's shared values.• Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development.
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	<ul style="list-style-type: none"> • Lead team members to ensure high performance culture and excellent customer service. • Address any issues impacting team or individual performance in accordance with relevant policies.
Asset and Network Planning	<ul style="list-style-type: none"> • Develop and maintain the Council's Asset Management System including population with data to effectively support long term planning • Develop, review and maintain Activity and Asset Management Plans for each group of Council assets. • Develop, review and maintain the 30 Year Infrastructure Strategy ensuring that it is coordinated with the Financial Strategy and any other relevant Council plans & strategies. • Manage and coordinate the planning for the 3 waters, roading, solid waste, and community facilities needs that informs Council's long term planning process. • Prepare and submit forecasts, estimates and programmes to NZTA and lead any subsequent negotiations. • Make presentations to Council and to government agencies on technical concepts and plans.
Service Delivery	<ul style="list-style-type: none"> • Manage the operation and maintenance of Council's 3 waters, roading, solid waste and community facilities assets and networks. • Develop, procure and manage maintenance, operations and construction contracts. • Monitor and review customer services data to enable enhancement of service delivery.
Policy and Process	<ul style="list-style-type: none"> • Monitor, review and update existing bylaws, policy, strategy and management plans for Council infrastructure and community facilities assets as required by legislation or service delivery needs. • Identify gaps and develop new bylaws, policy, strategy and management plans for Council infrastructure and community facilities assets as required by legislation or service delivery needs. • Review, update and develop processes to manage Council infrastructure and

	community facilities assets effectively and efficiently.
Health & Safety	<ul style="list-style-type: none"> • Lead the maintenance of a safe work environment both internal and external • Implement KDC health & safety systems, encouraging employee participation & striving for continuous improvement in health and safety.
Financial	<ul style="list-style-type: none"> • Plan and manage budgetary needs for Council long term plans. • Plan, apply for and secure third party funding including NZTA. • Monitor, forecast and report on assigned budgets for each activity, including third party funder requirements. • Accountable and responsible for managing an overall budget of circa: \$12m – Annual BAU \$30m – 2 year Rebuild
Delegations	<ul style="list-style-type: none"> • Delegated authority as per Delegations Manual and Procurement Policy.

Key Relationships:

Internal

- Elected Members
- Executive Team
- Senior Manager – Operations
- Senior Manager – Corporate Services
- Leadership Team
- Council Staff

External

- Public
- Community Organisations
- Developers
- Contactors
- NZTA
- ECan
- Other Councils
- Professional bodies

Person Specification:

Skills & Experience	Essential	Desirable
Tertiary qualification in engineering.	✓	
A minimum of three years' experience in leading small multi-disciplinary teams.	✓	
A minimum of five years' experience with primary responsibility for the planning and delivery of services to communities.	✓	
Proven record of delivering and maintaining asset management systems and processes and planning for infrastructure and facilities.	✓	
High level written and verbal communication skills including <ul style="list-style-type: none">• the ability to prepare accurate and comprehensive reports, strategies, plans, programmes and contract documents.• presentation skills.• negotiation skills.	✓	
Proven financial acumen and experience with a multi-million dollar budget	✓	
Experience of working collaboratively with third party delivery and funding organisations and agencies		✓
Experience in contract development, procurement and management.		✓
Advanced knowledge of MS Office suite		✓

Required Competencies:

Deciding and Initiating Action	<ul style="list-style-type: none">• Takes responsibility for actions, projects and people• Takes initiative and works under own direction• Initiates and generates activity and introduces changes into work processes• Makes quick, clear decisions which may include tough choices or considered risks.
Working with People	<ul style="list-style-type: none">• Shows respect for the views and contributions of other team members• Shows empathy; listens, supports and cares for others• Consults others and shares information and expertise with them• Builds team spirit and reconciles conflict
Presenting and Communicating Information	<ul style="list-style-type: none">• Speaks fluently and expresses opinions, information and key points of an argument clearly• Makes presentations and undertakes public speaking with skill and confidence• Responds quickly to the needs of an audience and to their reactions and feedback
Writing and Reporting	<ul style="list-style-type: none">• Writes convincingly, clearly, succinctly and correctly• Avoids the unnecessary use of jargon or complicated language• Structures information to meet the needs and understanding of the intended audience
Applying Expertise and Technology	<ul style="list-style-type: none">• Applies specialist and detailed technical expertise• Uses technology to achieve work objectives• Develops job knowledge and expertise (theoretical and practical) through continual professional development• Demonstrates an understanding of different organisational departments and functions
Planning and Organising	<ul style="list-style-type: none">• Sets clearly defined objectives• Plans activities and projects well in advance and takes account of possible changing circumstances• Identifies and organises resources needed to accomplish tasks• Manages time effectively• Monitors performance against deadlines and milestones.
Delivering Results and Meeting Customer Expectations	<ul style="list-style-type: none">• Focuses on customer needs and satisfaction• Sets high standards for quality and quantity• Monitors and maintains quality and productivity• Consistently achieves project goals.
Adapting and Responding to Change	<ul style="list-style-type: none">• Adapts to changing circumstances• Tolerates ambiguity• Accepts new ideas and change initiatives• Adapts interpersonal style to suit different people or situations• Shows an interest in new experiences.

General:

As an employee of the Council you are required to;

- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Be associated, as required, with any Emergency Event response or exercise that might be organised in relation to the Council function, including the performance of a senior management role.
- Respond to the changing needs of Council, performing other duties tasked as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.