



Title: Technical Services Manager

Reports to: Senior Manager- Operations

Direct Reports: 2 (Roading Engineer & Contracts Administrator)

Location: 96 West End, Kaikoura

Date: May 2022

Position Purpose:

- To manage, maintain and develop Council’s roading assets and network to provide affordable and appropriate services to the community
- To provide technical and administrative support and advice in respect of roading and other Council infrastructure services
- 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 Chief Executive Officer from time to time as determined by the Chief Executive Officer.

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 • 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.
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<p>Asset and Network Planning</p>	<ul style="list-style-type: none"> • Develop and maintain the Council's Rooding Asset Management System including population with data to effectively support long term planning • Develop, review and maintain Activity and Asset Management Plans for Council's rooding assets • Manage and coordinate the planning for rooding • 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.
<p>Service & Project Delivery</p>	<ul style="list-style-type: none"> • Manage the operation and maintenance of Council's rooding assets and networks • Assume role of Council's development engineer, assessing infrastructural impacts (rooding and other) of proposed developments, liaising with developers and setting associated conditions • Manage or assist Works Manager in managing infrastructure projects (potentially including projects relating to infrastructure other than rooding) as assigned by the Senior Manager Operations • Undertake or assist in the development, procurement and management of maintenance, operations and construction contracts in respect of rooding and other infrastructural activities • Monitor, review and report key infrastructural services performance indicators and customer services data to ensure regulatory compliance and to enable enhancement of service delivery.

Health & Safety	<ul style="list-style-type: none"> • Support the maintenance of a safe work environment both internal and external in areas of responsibility • Apply KDC health & safety systems, encouraging employee participation & striving for continuous improvement in health and safety. • Ensure contractors are meeting health and safety obligations.
Financial	<ul style="list-style-type: none"> • Plan and manage roading budgetary needs for Council annual and long term plans • Plan, apply for and secure third party funding including NZTA • Monitor, forecast and report on assigned budgets for roading and any other assigned projects including third party funder requirements
Delegations	<ul style="list-style-type: none"> • Delegated authority as per Delegations Manual and Procurement Policy.

Key Relationships:

Internal

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

External

- Public
- Community Organisations
- Developers
- Contactors and consultants
- Waka Kotahi (NZTA)
- ECan
- Other Councils

Person Specification:

Skills & Experience	Essential	Desirable
Tertiary qualification in engineering.	✓	
Experience in leading small multi-disciplinary teams.		✓
Experience of having primary responsibility for the planning and delivery of services to communities, including engagement with customers		✓
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 and programmes. • 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	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. Forward planning ability.
Working with People	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; adapts to the team and fits in well.
Presenting and Communicating Information	Speaks fluently; 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; projects credibility.
Writing and Reporting	Exceptional attention to detail. Writes convincingly; writes clearly, succinctly and

	correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.
Applying Expertise and Technology	Applies specialist and 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.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others
Planning and Organising	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.
Leading and Supervising	Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Adapting and Responding to Change	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.
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

General:

As an employee of the Council you are required to:

- Be associated as required with civil defence emergency management (CDEM) or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.