

# Team Leader – Asset Management

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is to provide technical and team leadership in the implementation of asset management systems and associated plans within the Rivers Section across Canterbury. This includes the execution of timely asset performance evaluations, condition audits, and comprehensive reporting, as well as the oversight of technical asset-related initiatives. The role ensures that all activities are conducted in accordance with recognised industry standards, best practices, and contributes to the continuous enhancement of asset maturity within the Rivers Section.

As a people leader, this role will provide engaging and dynamic leadership, integrating operational and functional alignment to drive high performance and deliver quality services to our communities, in line with our values, strategies, ways of working and Long-Term/Annual Plan commitments.

This includes thinking about organisation-wide interests and impacts when interacting with customers or when planning activities and expenditure, collaborating inside the organisation to achieve the desired culture, making sound business decisions and taking ownership of leading and managing our people.

## Ngā Haepapa | Accountabilities

This role is accountable for leading the planning, management, and continuous improvement of Council's River and drainage infrastructure assets. This role ensures effective service delivery, long-term resilience, and alignment with both operational and strategic goals. Key accountabilities include:

- **Strategic Asset Management**  
Lead the development, implementation, and review of asset management strategies, plans and scheme reviews, ensuring alignment with Council objectives and best practice in flood protection and infrastructure resilience to inform Council's 30 year Infrastructure Strategy.
- **Programme Planning and Delivery**  
Contribute to the delivery of regional asset management programmes in collaboration with other Team Leaders, ensuring priorities are met within approved budgets and timelines.
- **Asset Performance Monitoring**  
Lead inspections, condition assessments, and performance evaluations of critical flood protection assets (e.g. stopbanks, floodgates). Coordinate post-event reviews and ensure findings inform future planning.
- **Data Management and Systems**  
Maintain and enhance the digital asset register and GIS systems, supporting accurate, timely, and spatially enabled asset data for informed decision-making. Support the implementation of systems that enable lifecycle asset management.
- **Technical Analysis and Reporting**  
Undertake and oversee analysis of asset data to inform renewal and maintenance programmes, including input into the 30-Year Infrastructure Strategy (30YIS). Ensure timely and accurate reporting for Annual Plan measures and audits.
- **Valuations and Maturity Improvements**  
Drive improvements in asset management maturity to ensure assets are fit for purpose, value for money and contextually appropriate, using the Rivers Performance Tool and partnering with National Flood Risk Asset Management Group (NaFRAM). Lead asset valuation processes to inform financial planning and risk management.
- **Budget and Financial Management**  
Manage budgets for asset-related workstreams, monitor expenditure, and ensure value for money across all assigned tasks.
- **Continuous Improvement and Compliance**  
Monitor industry trends and regulatory changes. Drive continuous improvement in asset management practices, systems, and documentation. Ensure compliance with relevant standards and legislative requirements.

- **Scheme Reviews and Prioritisation and Risk Assessment (PARA) Implementation**  
Lead and coordinate timely scheme reviews, embedding the PARA (Prioritisation and Risk Assessment) approach into decision-making and asset planning processes.
- **Contract and Supplier management**  
Manage contracts and Suppliers for professional services fairly under the appropriate procurement guidelines to protect suppliers, stakeholders and the organisation, including negotiation of services and contracts, maximising cost benefits to council and measuring performance against contract deliverables.
- **People Leadership**  
Lead, coach, mentor, and develop direct reports, while supporting them to create a high performing and engaged workforce through:
  - Creating a clear vision, direction, and priorities, harnessing the energy, commitment, and creativity of direct reports to deliver business outcomes.
  - Developing and maintaining strategies, annual plans and work programmes to deliver a fit-for-purpose function.
  - Encouraging kaimahi (team members) to develop their te ao Māori confidence.
  - Taking appropriate and proactive actions to reward and recognise performance and address poor performance or behavioural matters.
  - Maintaining an overview of workload to ensure resources are sufficient to deliver on agreed programmes of work.
  - Ensuring the ongoing development and growth of kaimahi capability by leading and developing direct reports through regular performance reviews, coaching and feedback; creating a high performing, engaged and aligned culture, seeking advice from your manager or People and Capability where required.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include

sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.

- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. People leaders' responsibilities include:

- Understand the health and safety and risk obligations that rest with this position and act at all times to ensure accountabilities are met.
- Maintain a safety-focused culture where health, safety and wellbeing are at the heart of decision making for kaimahi and the communities within which we operate.
- Maintain an enquiring mind, undertake due diligence and apply knowledge of best practice to ensure a detailed understanding of any risks kaimahi may face in their mahi and ensure these are appropriately removed or mitigated.
- Ensure awareness of and compliance with legislative and operational standards, and that relevant certifications are maintained.
- Ensure methods are in place to recognise and celebrate best practice and safety innovation.
- Provide opportunities for team involvement, education, and genuine participation in safety matters.
- Ensure methods are in place for all kaimahi, contractors and suppliers to be appropriately inducted and certified to carry out tasks safely.
- Ensure any organisational audit and assurance programme is undertaken as required and results are acted upon and regularly reviewed.
- Ensure processes are in place to communicate, consider and respond to information about health and safety.
- Take a planned approach to identify, analyse and manage risks within the section.
- Ensure regular monitoring and reviews are undertaken of risk controls and their effectiveness in relation to legislation, regulations and guidelines, organisational policies, procedures and our code of conduct.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to Chief Engineer- Infrastructure to ensure delivery on the accountabilities of the role.

- Advocate for teams by engaging with the wider workforce to improve mutual understanding of roles and contribution.
- Actively engage in the function to collaborate with other leaders and kaimahi to ensure alignment of strategy, projects, policies, processes, and systems to deliver the best results.
- Accountable for championing the work of Tuia Te Herenga across the programmes of work within Rivers.
- Accountable for working with the Te Pou Whakahangai to be a Treaty partner of excellence.
- Provide technical advice to the Chief Engineer- Infrastructure, Manager Rivers, Council, and external stakeholders.
- Contribute to regional plans, policy development, and resource consent processes to ensure asset integrity and community safety.

### Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Develop and leverage relationships with key people and organisations throughout Waitaha/Canterbury to ensure industry alignment, connection with the community and leadership of shared opportunities to achieve Environment Canterbury's catchment outcomes.

### Ngā Herenga Motuhake | Special Conditions

From time to time, as required, this role will require work outside of normal work hours to represent Environment Canterbury at meetings and events with partners, other agencies, and the community.

As required, the role involves travel within the region and beyond to attend meetings and relevant conferences or activities.

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Flood events or Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

### Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- Bachelor of Natural Resources or Civil Engineering or relevant other qualification is essential
- Current Drivers Licence

Desirable qualifications

- Chartered Professional Engineer registration with relevant Practice Area with relevant post registration experience
- NZ Diploma in Infrastructure Asset Management or similar
- Project Management qualification – e.g. PRINCE 2 or PMP Certification

### Mātau ā-wheako | Experience

- A minimum of 8 years in a relevant river engineering or Civil Infrastructure or project asset management delivery role is required
- A minimum of 5 years' experience in a team or project leader role in the public or private sector
- Demonstrated knowledge of, and experience in, business and management practices, including operational planning, resource allocation, and coordination of people, projects and resources.
- Proven ability to oversee the management of large-scale project activities and budgets including all phases of contract management for the provision of services
- Practical experience working within statutory frameworks.
- Significant experience in providing technical engineering expertise and leadership.
- Public speaking and presentation experience to diverse audiences would be advantageous

### Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the Team Leader level sit beneath each of the following organisational competencies.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade  
[...]

Position Code  
[...]


Last Updated  
September 2025

**I agree to undertake the responsibilities detailed in this job description:**

**Ingoa | Name:**

**Waitohu | Signature:**

**Rā | Date Signed:**



***Taking action together to shape a thriving and resilient Canterbury, now and for future generations.  
Toitū te marae o Tāne, toitū te marae o Tangaroa, toitū te iwi.***