

**JOB DESCRIPTION**  
**Approved April 2026**

**Title & Reporting Relationships**

<b>Position Title:</b>	<b>Team Leader Roding Asset Management, Access and Transport Team, Infrastructure and Asset Management Group</b>
<b>Grade:</b>	SP 20
<b>Reports to:</b>	Manager Access and Transport
<b>Direct Reports:</b>	Up to 2-4 FTE
<b>Indirect Reports:</b>	As may be required pending the nature of a project or specific section of work programme
<b>Delegated Authority</b>	<p><b>Financial:</b> This position holds a financial delegation of \$20,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council’s procurement policy.</p> <p><b>Human Resources:</b> This position holds a primary delegation at Level D. A copy of the HR Delegations is attached.</p>
<b>Purpose of the Group and the Position:</b>	<p>The Infrastructure and Asset Management Group comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities Maintenance; and Emergency Management. The Group is responsible for developing, implementing and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council’s required levels of service in an efficient, effective sustainable and customer friendly manner.</p> <p>Reporting to the Manager Access and Transport, the <b>Team Leader Roding Asset Management</b> has a key technical leadership role in developing and delivering a well-managed, safe, planned, and integrated transport network.</p> <p>The role is responsible for developing and delivering robust asset management systems, processes, plans, and programmes. This includes the development of a sophisticated Activity Management Plan that meets NZTA requirements and serves as the Business Case to secure NZTA funding for delivery of the roading programme. The</p>

position is responsible for the Asset and Work Manager database (formerly RAMM), and for ensuring accurate and timely information to support decision making. The position also oversees the procurement and delivery of physical and professional services, including pavement rehabilitation and resilience projects. As a technical leader, this role provides guidance and advice across the Access & Transport Team and the wider Infrastructure and Asset Management Group, supporting the team to operate as a high performing unit committed to high quality, cost-effective service delivery and customer satisfaction.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

**Internal Customers:**

- Group Manager Infrastructure and Asset Management
- Infrastructure and Asset Management Group
- Staff from other teams across the Council
- Elected members

**External Customers:**

- New Zealand Transport Agency and other external stakeholders (Road Efficiency Group, Kiwirail etc)
- Residents, ratepayers Community and business groups
- Local Iwi/ART Confederation
- Service Providers/Contractors
- Other Local Government bodies and relevant Central Government agencies.

## KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

## Functional Key Results Strategic Asset Management

- Plan for and deliver effective asset management through life cycle management and strategic 30-year planning, supporting an affordable, safe, connected, resilient network that enables growth.
- Develop and maintain an evidence-based Activity Management Plan, including a financial business case agreed by NZTA and Council and Lifecycle Management strategies to work category level.
- Provide asset management and strategic input to Annual Plan and Long Term Plan development
- Coordinate with external pavement deterioration modellers to test scenarios and optimise pavement and surfacing lifecycle performance.
- Develop and deliver long-term Forward Works Programmes, underpinning our pavement, chipseal and asphalt surfacing renewals (indicative value of \$4-6m annually).
- Lead asset management strategies and lifecycle management of bridges, structures, pathways, and related transport assets.
- Attend Regional/National Road Efficiency Group meetings and workshops, representing Council and promoting regional cooperation.
- Provide leadership and champion integrated transport connectivity, enabling effective connections and use of the walking and cycling, and public transport networks.
- Supporting and advocating for the continuous development and delivery the sustainable transport strategy, walking and cycling plan and speed management plan,
- Planning and advocacy for major transport projects, new network connections, and strategic land acquisition,
- Manage the Asset and Work Manager database (formerly RAMM), including user management, inventory updates and condition data collection.
- Oversee condition surveys and inspections to ensure accurate and timely information supports strategic decision making

### **Operational and Project Management**

- Ensure documentation is current, available as required and is prepared using Council and/or NZTA standard templates/documentation.
- Ensure Council and NZTA processes and procedures are complied with.
- Examine risks and manage contracts and agreements so that the quality of services provided meets the contract standards.
- Lead and deliver quarterly NZTA performance reporting to ensure Council meet funding requirements.
- Lead Council performance reporting against DIA and KPIs. Lead improvement in performance, while balancing LOS within a funding constrained environment.
- Lead Service Request and LGOIMA responses for the Asset Management team, ensuring timely and balanced outcomes.
- Provide leadership of pavement rehabilitation and network resilience programmes, from planning and design through delivery.
- Oversee the Road Safety Education and Promotion programme and monitor delivery outcomes.
- Providing expert technical advice on road design, transportation, transport engineering, project and contract management and strategic issues.
- Deliver timely and accurate technical input into transport-related resource consents and conditions.
- Provide best-practice technical support to Network Delivery for maintenance, resurfacing, and related contracts.

### **Leadership**

- Lead the Roding Asset Management Team and lead as Acting Manager Access & Transport if and when required

- Build and lead an engaged and high performing team
- Ensure staff are current in their knowledge of legislation and training is available to keep pace with best practice.
- Effectively delegate day-to-day work to staff and ensure outputs and timeframes are met.
- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Actively and positively coach less experienced team members to grow skills and improve performance
- Ensure adequate provision of backup/cover for team members.
- Be role model for 'above the line behaviours' and the delivery of consistent high customer service levels to internal/external customers to champion Council values
- Establish an effective performance culture within the team through engagement in Group culture and team improvement activities
- Ensure that kaimahi policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development.
- Ensure the teams are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs.
- Contribute to project and steering groups internally and regionally, to effectively progress strategic planning and solutions finding to complex roading issues

#### **Financial Management**

- Ensure all procurement and financial activity is conducted in accordance with current Council and NZTA Waka Kotahi policy and procedures
- Oversee funding management in the NZTA funding tool (TIO), including applications, updates, claims, ensuring all funding opportunities are maximized
- Take responsibility for the management of transport budgets including network management and applicable project related budgets and the delivery of robust reporting.
- Ensure you work within your financial delegation.

#### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

#### **Health and Safety**

All managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- Tertiary qualification in a relevant engineering discipline.
- At least 3–5 years' experience in a relevant leadership role.
- At least 10 years' experience in civil engineering, including road maintenance and renewals.
- Minimum 5 years' experience in asset management related activities.
- Expert knowledge and experience in Asset and Work Manager (formerly RAMM).
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation
- Effective time management skills and the ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated ability to prepare and manage budgets, draft applications, reports and proposals, and prepare relevant asset management documentation and plans.
- Evidence of effective communication skills including excellent written communication and verbal skills, with the ability to confidently communicate with a variety of audiences.
- Sound knowledge of NZTA/Waka Kotahi and Council processes and procedures.
- Holder of a current NZ Drivers' licence with no restrictions.

### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Te Tiriti o Waitangi**

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organisational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-lwi / lwi Partnerships Group.

**Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

**Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.

## JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values.</li> <li>• Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.</li> <li>• <b>People Leaders</b> are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice.</li> <li>• Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams.</li> <li>• Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards.</li> <li>• Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>• Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> <li>• Ensure Council processes and procedures are complied with.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is</li> </ul>

	<p>accurate, succinct and in a manner which promotes customer service excellence and demonstrates organisational values.</p> <ul style="list-style-type: none"> <li>• Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>• Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.</li> <li>• Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure all financial activity is conducted in accord with current policy and procedures.</li> <li>• Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.</li> <li>• Review, monitor and report on activity or projects as required by the manager.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional working relationship with all key stakeholders.</li> <li>• Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.</li> </ul>