Position Description

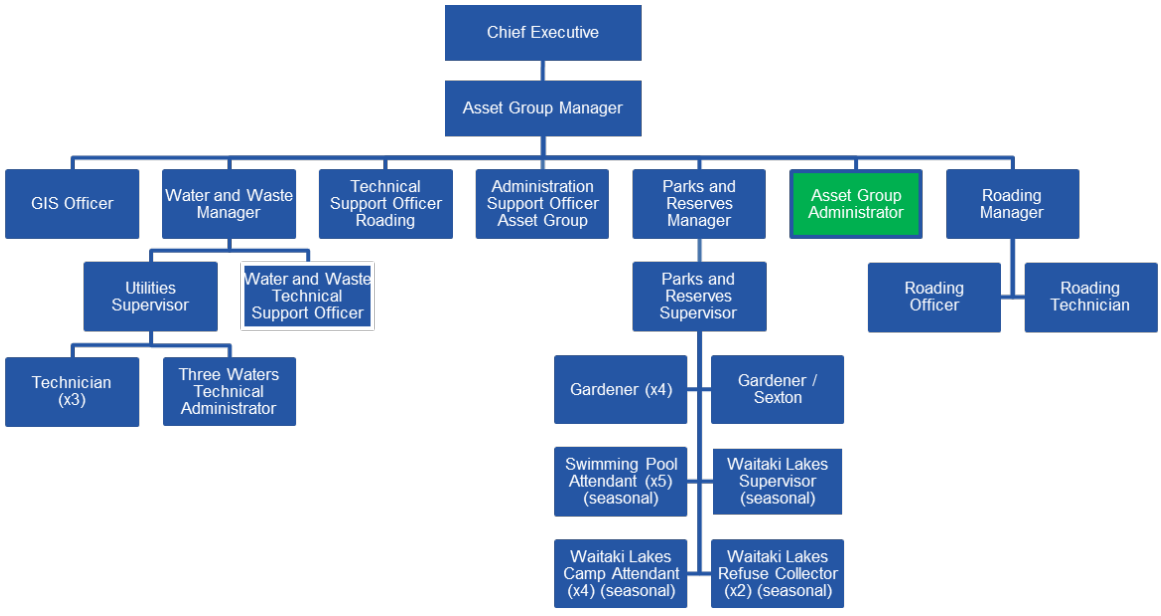
Position Details

Position title	**Asset Group Administrator**
Position category	SP5 – 9
Reports to	Asset Group Manager
Group	Asset Group
Staff	Nil
Employment type	Permanent full time
Hours of work	37.5 hours per week
Location	Gorge Road building, Waimate
Date last reviewed	6 July 2020
Minimum review date	6 July 2025

Purpose

The Asset Group Administrator is responsible for administration support to the Asset Group.

Structure



Council Overview

Local Government Purpose

As defined in the Local Government Act 2002:

1 To enable democratic local decision-making and action by, and on behalf of, communities; and

2 to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

Staff Vision and Values

Internal and External Relationships

Internal Relationships	External Relationships
• Asset Group Manager • Water and Waste Manager • Utilities Supervisor and staff • Parks and Reserves Manager and staff	• Members of the Public • Rural Water Scheme Committees • Ministry of Health • Environment Canterbury Regional Council

• Other WDC Staff	• Medlab South Ltd • NZ Transport Agency • Contractors and Consultants • Waitaki Lades Shoreline Authorities Groups • Other Local Authorities

Key Responsibilities

Key Responsibilities

- Provide administration support to the Water and Waste Manager
- Provide administration support to the Parks and Reserves Manager
- Assist the Asset Manager in the organisation and administration of the Property Portfolio
- Process service request applications (water, sewer, stormwater, refuse, recycling)
- Communication with Rural Water Scheme Committees
- Water meter billing
- Asset Management Unit job costing and invoicing
- Liaise or action Customer Service Inquiries
- Ensure department forms, signage, website information etc is kept up to date.
- Maintain a core knowledge of Asset Group activities
- Arrange advertising as needed in coordination with the Communication Officer
- Liaise with the Solid Waste Contractors as required
- Coordinate Asset Group Communication
- Documentation register and review

The following responsibilities apply to all staff.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.

- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Variation of Responsibilities

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Asset Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

Knowledge, Qualifications and Experience

Essential

- 4 to 5 years complex administration experience
- Excellent communication
- Advanced level of experience with Microsoft Office
- The ability to quickly learn new technology
- Be able to multi task and work under pressure

Desirable

- Previous experience in Local Government
- Previous experience with Property Portfolios

Expected Behaviours

Core Behaviours	
Accountability	• Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements

Core Behaviours	
Business ethics	• Demonstrates integrity, honesty and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	• Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	• Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council confidentiality policy when dealing with customer information.
Self management	• Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Team work	• Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments
Vision and values	• Shows commitment to Council's vision and values

Role Specific Behaviours	
Decision-making	• Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making

Role Specific Behaviours	
	• Uses own judgement and experience to solve problems • Makes decisions on a timely basis
Information technology	• Has an appropriate level of skill in computer software relevant to the requirements of the role • Is confident to try new software • Looks for ways to improve efficiency through the use of technology
Innovation	• Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges • Professionally challenges the status quo • Manages barriers to innovation and improvement
Intellectual capability	• Shows evidence of analytical thinking • Rapidly and accurately identifies key issues or actions • Goes beyond the information immediately available • Understands the possible ramifications of their work and issues
Project management	• Scopes projects effectively and secures necessary resources to achieve agreed outcomes • Ability to communicate the project to stakeholders • Focuses on the delivery of the project and monitors progress • Demonstrates resilience and able to maintain performance over an extended period
Relationship building	• Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity

Approval

Asset Group Administrator

Name

Signature

Date

Asset Group Manager

Name

Signature

Date

Human Resources Manager

Name

Signature

Date