

## Role Description

Role Details	
Title	Asset Strategy Specialist
Manager Title	Asset Strategy Manager
Directorate and Group	Organisation Support, Asset Management
Band	Tier 5, Band F
Date	October 2025
Approved By	Director, Asset Management

### Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

### About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

## Role purpose

The purpose of this role is to provide specialist skills and expertise in delivering DOC asset management objectives through developing, implementing and managing strategic asset management and investment plans aligned to DOC strategic outcomes.

## Key working relationships

Internal	External
Peers and colleagues Operational planners, Advisors, Senior Rangers, Rangers, Subject Matter Experts Directors, Operations Managers, Finance and other managers, with responsibility for implementation of asset management	Regulators and compliance agencies Public sector and local government asset management entities e.g. councils, NZ Transport Agency Suppliers and commercial entities Asset Management practice groups Local iwi, hapū, whānau

## General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

## Accountabilities

Accountability	This includes...
Strategic asset management and policies	<p>Develop fit for purpose asset management strategies to ensure prudent management practices for asset planning, enhancements, renewals, maintenance, and inspection and monitoring of DOC's assets</p> <p>Apply industry best practice asset management and specialist expertise in developing asset management strategies</p> <p>Develop fit for purpose policies and standards in support of best practice strategic asset management</p> <p>Develop and implement a staged programme to review and update asset strategies</p> <p>Develop processes to ensure alignment and compliance between the asset strategies and forward work plans, asset management plans, life cycle analysis, levels of service framework and programme optimisation</p> <p>Develop asset risk management plans to mitigate significant risks facing DOC assets aligned with the requirements of the Department risk management policy and framework</p> <p>Research and address non-routine and complex public sector changes and incorporate them into asset strategies and plans</p>

Accountability	This includes...
	Liaise with internal and external stakeholders to collate feedback during key stages of asset strategy development, including sign-off and review process
Asset investment planning	<p>Develop investment plans and recommendations for asset investment across DOC asset portfolios aligned to DOC strategic outcomes and funding levels</p> <p>Develop business cases to support asset strategies where required</p> <p>Apply financial and asset management industry best practice in developing asset investment plans</p> <p>Develop and implement the process to prioritise and approve allocation of asset investments</p> <p>Lead the management, monitoring and reporting on progress for asset investment plans</p>
Asset management oversight, support and advice	<p>Provide specialist asset management advice and support to internal stakeholders as a trusted business partner to improve Departmental asset management practice relating to adoption of asset management strategies</p> <p>Explore and support innovation in planning and design of assets by taking a design thinking and human centred design approach to the development of asset strategies</p> <p>Provide advice continually identifying and assessing key risks and issues that will impact asset reliability, safety standards and Levels of Service</p> <p>Manage consultants and contracts assigned to strategic asset tasks where necessary</p>
Asset management improvement initiatives	<p>Identify opportunities, by studying the emerging trends, to improve asset management practices, service delivery, asset risk management and optimise whole of life costs</p> <p>Work collaboratively with other team members to develop clear plans for strategic asset management improvements</p> <p>Promote and support the implementation of best practice Asset Management initiatives include providing coaching, training and mentoring</p> <p>Lead strategic asset management improvement initiatives where required</p>
Collaboration and relationship management	<p>Work collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments

Accountability	This includes...
	<p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>

## Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Skilled in strategic life cycle management of assets</p> <p>Specialist expertise in developing and implementing asset strategies across a range of asset classes</p> <p>Specialist knowledge of, and experience in implementing international best practice asset management systems and standards</p> <p>Sound knowledge of, and experience in applying financial/accounting principles in relation to best practice asset management, with a finance qualification or equivalent knowledge</p> <p>Experience using a computerised management maintenance system in support of asset lifecycle management (SAP/EAM or similar)</p> <p>Industry recognised Asset Management qualifications or equivalent knowledge</p> <p>Sound knowledge and skills with IT systems such as Outlook, Word, Excel, Visio, MS Project</p> <p>Current full driving licence required</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Interacts productively with a wide range of people</p> <p>Proven ability to influence decision-makers to implement best practice asset management.</p> <p>Seeks and considers other perspectives</p> <p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p>
Organisation contribution	<p>Provides considered feedback and input to decision making</p> <p>Identifies and suggests opportunities to do things differently</p> <p>Proactively seeks to understand organisational or wider context of role</p>
Delivering results	<p>Plans and organises work to deliver on objectives</p> <p>High personal and professional standards and accuracy</p>
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC

Capabilities Required	
	<p>Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha</p> <p>Knows to seek advice or support when required</p>

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).