

Role Description

Role Details	
Title	Water Services Strategy Lead
Manager Title	National Asset Strategy Manager
Directorate and Group	Organisation Support, Asset Management
Band	Tier 5, Band F
Date	May 2024
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 lead DOCs Water Services Strategy, setting strategic direction, integrating organisation priorities, financial planning and infrastructure management, ensuring

sustainable, resilient, and compliant water services across conservation estates. This role provides leadership, high-level advice, influences cross-functional teams, and drives long-term planning through indirect leadership and strategic engagement.

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....
Water service strategy and policies	<p>Develop and maintain DOC's long-term Water Service Strategy, integrating organisation priorities, infrastructure management, financial management, regulatory compliance to deliver conservation priorities.</p> <p>Lead the integration of Water Service Strategy into DOC's broader asset and investment strategies, including the National Asset Management Strategy</p> <p>Develop fit for purpose policies and standards in support of best practice water service delivery across DOC.</p> <p>Develop and implement a staged programme to review and update water infrastructure strategies</p> <p>Develop processes to ensure alignment and compliance between the Water Service Strategy, forward work plans, asset management plans, life cycle analysis, levels of service framework and programme optimisation</p> <p>Research and address non-routine and complex public sector changes and incorporate them into DOC's long-term Water Service Strategy</p> <p>Liaise with internal and external stakeholders to collate feedback during key stages of strategy development, including sign-off and review process</p>

Accountability	This includes....
Asset management and investment planning	<p>Develop fit for purpose water infrastructure management strategies to ensure prudent management practices for asset planning, enhancements, renewals, maintenance, and inspection and monitoring of DOC's water infrastructure assets</p> <p>Apply industry best practice asset management and expertise in developing water infrastructure management strategies</p> <p>Develop investment plans and recommendations for water infrastructure investment across DOC water services network aligned to DOC strategic outcomes and funding levels</p> <p>Provide strategic oversight of water infrastructure capital budgets and funding proposals</p> <p>Develop risk management plans to mitigate significant risks facing DOC water services network aligned with the requirements of the Department risk management policy and framework</p> <p>Develop business cases to support water infrastructure 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 water infrastructure investments</p> <p>Lead the management, monitoring and reporting on progress for water infrastructure investment plans</p>
Water services management oversight, support and advice	<p>Provide specialist strategic water services advice and support to internal stakeholders as a trusted business partner to improve Departmental water service network management practices</p> <p>Explore and support innovation in planning and design of the water service network by taking a design thinking and human centred design approach to the development of strategies</p> <p>Provide advice continually identifying and assessing key risks and issues that will impact water service network reliability, safety standards and Levels of Service</p> <p>Manage consultants and contracts assigned to strategic water services and infrastructure tasks where necessary</p>
Water services improvement initiatives	<p>Identify opportunities, by studying the emerging trends, to improve water services 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 infrastructure management improvements</p> <p>Promote and support the implementation of best practice Water infrastructure Asset Management initiatives include providing coaching, training and mentoring</p>

Accountability	This includes....
	Lead strategic infrastructure management improvement initiatives where required
Leadership	<p>Lead and support staff and teams across DOC to ensure organisational outcomes are achieved</p> <p>Effective in navigating complex stakeholder environments and leading through influence</p> <p>Influence and guide regional teams, project managers, and technical specialists without direct line authority</p> <p>Set expectations with staff and teams across DOC including clear definitions of success, providing constructive and robust feedback</p> <p>Support the creation of an inclusive culture, encouraging staff and teams across DOC draw upon diverse strengths and perspectives</p> <p>Support the learning and development of staff and teams across DOC to ensure identified capability requirements are met</p> <p>Ensure effective procurement and management of third-party suppliers</p>
Collaboration and relationship management	<p>Work collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Build and maintain strategic relationships with iwi/Māori partners, central and local government agencies, and internal stakeholders</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p> <p>Translate complex technical and financial insights into clear, actionable advice for senior leadership and governance</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <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>Experience in shaping long-term direction, influence organisational priorities and implement long-term strategies.</p> <p>Skilled in strategic life cycle management of assets through developing and implementing infrastructure strategies</p>

Capabilities Required	
	<p>Ability to interpret and apply relevant legislation and standards, mitigating legal and operational risks</p> <p>Experience using a computerised management maintenance system in support of asset lifecycle management (SAP/EAM or similar)</p> <p>Sound knowledge and skills with IT systems such as Outlook, Word, Excel, Visio, MS Project</p> <p>Knowledge of water service frameworks and infrastructure strategies</p> <p>Industry recognised Asset Management qualifications or equivalent knowledge</p> <p>Current full driving licence required</p>
Financial management	<p>Financial planning and budget management skills</p> <p>In depth understanding of capital planning, investment frameworks, and funding mechanisms.</p> <p>Implementation of sound financial processes and controls</p> <p>Proven negotiation skills across complex stakeholder groups</p> <p>Commercial experience and expertise</p>
People leadership	<p>Proven ability to lead cross-functional teams including regional teams and disciplines to deliver strategic outcomes aligned with business priorities</p> <p>Proven ability to navigate complex stakeholder environments and leading through influence</p> <p>Proven ability to lead and influence decision-makers to implement best practice to deliver organisational outcomes</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences others</p> <p>Fosters culture of innovation, drives system and process improvements</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>

Capabilities Required	
Treaty Partnership	<p>Understands where the Māori Crown relationship is important to DOC</p> <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).