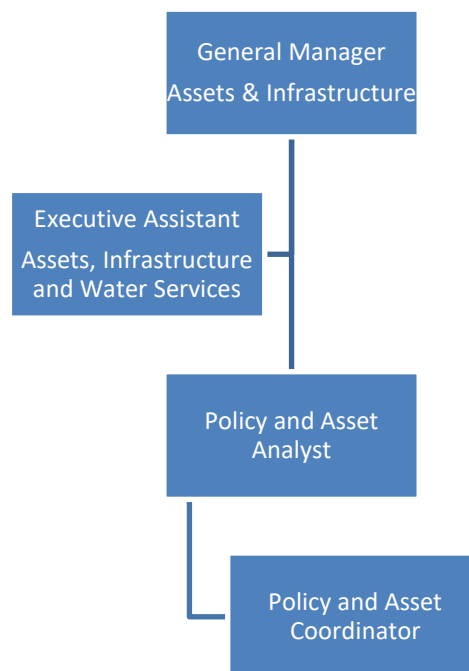


## Position Description: Policy & Asset Coordinator

<b>Business Group</b>	Assets and Infrastructure
<b>Reports To</b>	Policy and Asset Analyst
<b>Direct Reports</b>	Nil
<b>Date</b>	August 2025

### Business Group Structure



### Purpose of the Position

The purpose of the Policy & Asset Coordinator position is to assist with the development, review and monitoring of strategies, asset performance and level of service standards. The position will also assist in preparation of Asset and Activity management plans and policies that will contribute to making the Timaru District assets and facilities safer, more efficient and sustainable.

## Key Relationships / Customers

External	Internal
Members off the public	General Manager Assets and Infrastructure
Contractors/Consultants	Assets and Infrastructure Team
User groups	Property and Community Facilities teams
Other Local Authorities	All TDC Employees
Elected Members	

## Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Assist with, under the direction of the Parks Asset and Policy Analyst, the development, implementation and maintenance of asset management databases and analysis for parks, community assets and community facilities.
2. Assist with the collection and analysis of parks and property assets condition and performance data, level of service KPI's and produce reports for performance management reporting.
3. Ensure asset data is collated, and databases are maintained in a timely and accurate manner.
4. Assist with development and keep updated activity management plans, asset management plans, parks management plans and strategy documents as required by the Parks Asset and Policy Analyst. This will include research and data gathering as well as liaison with the public and user groups.
5. Assist with the development of forward works programmes, improvement projects scoping, asset optimization to ensure cost effective delivery of service to the Community.
6. Assist the Policy and Asset Analyst with the Long-Term Plan or Annual Plan preparation, budgets and reporting for the Parks and Recreation activity.
7. Analyse and review Parks and Recreation policies as directed.
8. Assist with the review or preparation of Reserve Management Plans in accordance with the Reserves Act legislation.

9. Assist with stakeholder engagement and consultation processes as required.
10. Prepare reports to Elected Members as required.
11. Deal promptly and effectively with public enquiries.
12. Review and update the Parks and Recreation pages on the Council website on a regular and ongoing basis.
13. Provide input to the promotion of parks and recreation facilities and activities.
14. Actively engage in setting own goals and objectives.
15. Assist with other duties as reasonably required by the Assets and Infrastructure General Manager.
16. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
17. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
18. To be actively involved in Civil Defence Emergency Management when required.
19. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
20. Commitment to the principles of the Treaty of Waitangi.

### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	University Degree or equivalent.
<b>Desired Qualification</b>	University Degree in horticulture or policy field.
<b>Minimum Experience</b>	2 years' experience in Asset management or policy
<b>Desired Experience</b>	2 plus years' experience in Parks and Recreation Policy Analyst, Asset Management or Planning.

### **Key Competencies / Skills / Knowledge**

- Advanced level of IT skills, specifically databases and spreadsheets with some knowledge of SQL.
- A willingness to undertake further related training as required.
- This position best suits a committed team player able to co-operate closely with Parks and Recreation and wider council staff and the public.
- Able to conscientiously work unsupervised, as well as demonstrating the ability to make good decisions.
- Commitment to high quality customer service and an ability to be empathetic with matters of a sensitive and delicate nature (cemeteries).
- Ability to relate to a diverse range of internal and external stakeholders at all levels.
- Requires strategic thinking and critical analysis skills, able to demonstrate the ability to make good decisions.
- The initiative and creativity to make improvements and innovate.
- A flexible approach to change and a desire to embrace the opportunities arising from a dynamic work environment.
- Up-to-date and confident with information technology and with adopting new technologies and skills.
- Excellent interpersonal and communication skills, able to run public events and participate in Council meetings. Communicates clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Demonstrated knowledge of budget development, management and reporting, basic economics and accounting principles and practices.
- Knowledge of standard business and financial process and terms.
- Good understanding of contract law.
- Ability to manage capex projects.
- Excellent time management skills, able to prioritise and meet deadlines.
- Understanding of the Health and Safety at Work Act 2015.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

- Must be in possession of a full driver's licence.

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**General Manager Assets & Infrastructure**

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**Policy & Asset Coordinator**

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**Date**

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**Date**