

# Asset and Infrastructure Advisor

This position description is designed to provide an overview of the type of work and performance required for this role and may include other duties as needed.

### Who we are as an organisation and what we are about

Everything we do is related to our **vision and purpose** – *a safe and secure aviation system - so people are safe and feel safe when they fly.*

We will have the following **impacts**:

**Being safe** – fewer people die or sustain injury while participating in the aviation system.

**Feeling safe** – people's choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **pathways** to achieve this are:

**Leadership and influence** – through regulatory leadership, we influence a safe and secure civil aviation system for New Zealand.

**Active regulatory stewardship** – we monitor and care for the civil aviation regulatory system through our policy and operational activities.

**Professional regulatory practice** – we act to identify risk and reduce it through intelligence-led intervention.

### Scope

**Reports to:** Head of Assets and Infrastructure

**Group:** Wāhi Mahi me te Roopu Tonu | Workplace & Sustainability Team

**Location:** Auckland or Wellington

### Role Overview

The Asset & Infrastructure Advisor will be responsible for delivery and guidance across various asset and infrastructure programmes and services. The primary focus is on improving the working environment for both people and the business and finding new and innovative solutions to drive and enable Authority performance, all in line with industry practice and regulation.

### Core Responsibilities

- Contribute to the development of and to implement the Authority's property strategy
- Provide expert specialist support, advice, and guidance on all aspects of our workplaces in line with Government Property Guidelines
- Design and manage fit-outs and refurbishment of our spaces to ensure they are consistent, fit for purpose and achieve our operational requirements
- Liaise with external agents and stakeholders as required to source appropriate accommodation in conjunction with the broader team

- Lead, develop, implement, monitor, and report on property planning, projects and change management activities
- Ensure complex Asset and Infrastructure management issues are responded to efficiently and resolved effectively, with any concerns that could compromise staff safety resolved promptly
- Work closely with other Border Agencies where possible to support and enable broader outcomes
- Ensure our assets are documented on our asset management plan and property plan is updated with capital replacement timeframes
- Contribute to the development of the Group business plan, developing initiatives, policies and processes, including writing formal papers for consideration by the Authority Leadership teams
- Carry out work and conduct interpersonal relationships that support the Authority's values and commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.
- Other duties may be required to support the wider Workplace and Sustainability team

### Core Competencies

<p><b>Communicates Effectively -</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> <li>• Is effective in a variety of communication settings</li> <li>• Ability to write comprehensive business documentation to a range of audiences</li> <li>• Provides accurate, timely and helpful information to others across the organisation</li> <li>• Encourages the open expression of diverse ideas and opinions</li> </ul>
<p><b>Collaborates –</b> Building the partnerships and working collaboratively with others to meet shared objectives</p>	<ul style="list-style-type: none"> <li>• Works cooperatively with others across the organisation to achieve shared objectives</li> <li>• Represents own interests while being fair to others and their areas</li> <li>• Partners with others to get work done</li> <li>• Credits others for their contributions and accomplishments</li> <li>• Gains trust and support of others</li> </ul>
<p><b>Balances Stakeholders –</b> Anticipating and balancing the needs of multiple stakeholders</p>	<ul style="list-style-type: none"> <li>• Understands internal and external stakeholders requirements, expectations, and needs</li> <li>• Balances the interests of multiple stakeholders</li> <li>• Considers cultural and ethical factors in the decision-making process</li> <li>• Acts fairly despite conflicting demands of stakeholders</li> </ul>
<p><b>Plans and Aligns –</b> Planning and prioritising work to meet commitments aligned with organisational goals</p>	<ul style="list-style-type: none"> <li>• Sets objectives to align with broader organisational goals</li> <li>• Breaks down objectives into appropriate initiatives and actions</li> <li>• Stages activities with relevant milestones and schedules</li> <li>• Anticipates and adjusts effective contingency plans</li> </ul>

<p><b>Optimises Work Processes</b> – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement</p>	<ul style="list-style-type: none"> <li>• Identifies and creates the processes necessary to get work done</li> <li>• Separates and combines activities into efficient workflow</li> <li>• Designs processes and procedures that allow managing from a distance</li> <li>• Seeks ways to improve processes, from small tweaks to complete reengineering</li> </ul>
<p><b>Drives Results</b> – Consistently achieving results, even under tough circumstances</p>	<ul style="list-style-type: none"> <li>• Has a strong bottom-line orientation</li> <li>• Persists in accomplishing objectives despite obstacles and setbacks</li> <li>• Has a track record of exceeding goals successfully</li> <li>• Pushes self and helps others achieve results</li> </ul>
<p><b>Action Oriented</b> – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm</p>	<ul style="list-style-type: none"> <li>• Readily acts on challenges, without unnecessary planning</li> <li>• Identifies and seizes new opportunities</li> <li>• Displays a can-do attitude in good and bad times</li> <li>• Steps up to handle tough issues</li> </ul>

## Outcomes

- Implementation of the Authority's National Property Strategy
- Premises are safe, fit for purpose and meet or exceed the required standard
- Projects undertaken are completed on time, to budget and meet key deliverables
- Health, safety and security legislative obligations are complied with
- Quality data and analytics allow us to make informed, intelligence-based decisions
- Support the continuous improvement of our tools and templates to support our policies, strategies, and processes
- Assets are managed, maintained, and replaced appropriately
- Positive, constructive, and collaborative working relationships with key internal and external stakeholders
- The Authority's reputation and integrity are maintained or enhanced with no scope for successful legal action against the Authority arising from procedural property failures
- Our values are held, and trust is maintained by Management

## Skills and Experience to be Successful

- Relevant tertiary qualification and/or equivalent proven experience in a similar role
- In-depth Property, facilities, asset, or project management experience
- Procurement and/or contract management experience
- Considerable experience in designing and implementing workplace solutions with a focus on future-proofing our work environment

- Knowledge of the implications of different work styles and practices and the impact on individuals and business
  - Ability to write clear and concise material at both a strategic and operational level for various audiences
  - Experience in Government Sector, including AOG and GPG standards, principles, and guidelines.
  - Demonstrated customer-centric operating style, with an ability to effectively communicate with a wide range of stakeholders in a confident, customer-focused manner
  - Commitment to the principles of quality management, best practice, and continuous improvement
  - Strong decision-making skills – able to analyse information from a variety of sources, make sound judgements and assumptions based on facts
  - Apply current Health and Safety practices and knowledge as it pertains to the workplace
  - Must be able to work flexible hours, travel and stay overnight to meet project and/or operational requirements if required
  - Hold a current NZ driver's license
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