Principal Advisor - Asset Management

Position Details

Reports to: Manager - Asset Management

Location: Police National Headquarters, Wellington

District/Service Centre: Strategy & Performance

Shift Work/Non-Shift Work: Non shift work

Group: Investment Management, Planning and Delivery

Remuneration Range: Grade 21

Level Purpose: Individual Contributor

Employee Type: Employee

Direct Reports: Nil

Delegated Financial Authority: Nil

Working at Police (who we are)

New Zealand Police delivers services that ensure communities are safe and feel secure, with less crime, road trauma and fewer victims. Police operates 24 hours a day in a complex environment actively preventing crime and crashes. With around 15,000 staff, we work from community-based police stations and large policing hubs, operate on land, sea and in the air, and respond to over 860,000 emergency calls every year.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

Located within the Investment Management, Planning and Delivery Group, you'll be working across multiple asset portfolios and enabling functions in Police National Headquarters to lead and facilitate asset management frameworks, artefacts, and practice more widely across Police to support frontline service delivery.

This includes providing asset management expertise to ensure Police achieves its asset management objectives:

1. Ensure we have the right assets, at the right quality, at the right time to **enable** the NZ Police functions and services.
2. Build **a plan** of asset renewals and asset requirements to safeguard future NZ Police services with sustainable operations and investment.
3. Understand and **optimise** our current and future **risk profile** for assets.
4. Build **sound foundations** both in managing our assets and asset management practice so we can meet and maintain our health and safety, legislative and regulatory requirements.

The position will lead development of asset management artefacts, processes, and support development of asset management systems including ensuring appropriate asset management data is in place and maintained.

In addition, you will partner with asset management stakeholders to define and embed good asset management practice, tailored to NZ Police's needs, whilst meeting mandatory AM and H&S regulatory and legislative requirements. This will ensure that current and future asset management operations are enabled, are sustainable and deliver to support NZ Police's business priorities.

Police continues to position itself as an effective, innovative, efficient, and modern policing service offering a benchmark for others to follow ad this position will focus on establishing strategic asset management practice.

Responsibilities (what you'll be doing)

The Principal Advisor - Asset Management will:

1. Products

- Lead and coordinate the effective and efficient structure and continuous improvement of the Asset Management Framework.
- Lead and facilitate the asset management approach to ensure it aligns with the overall business planning approach and long-term investment planning of NZ Police. Co-ordinate with the Investment Portfolios, Asset Portfolios and Finance to ensure asset renewals and asset management are integrated into the planning and delivery cycles.
- Prepare and provide regular asset management reporting and recommendations and support relevant governance, advisory and steering groups to achieve their asset management objectives.
- Review asset-related proposals and provide recommendations and/or analysis to governance groups as requested, to enable informed decision-making.

2. Asset Management

Asset Management Artefacts and Processes

- Support development and maintain asset management artefacts such as the Asset Management Policy, Roadmap, Asset Management Plans, and Asset renewal schedules.
- Establish and maintain appropriate asset management templates, processes, and tools to enable operational asset managers to effectively manage assets, improve asset management practice, and to achieve service levels.
- Ensure the asset management framework and structure is reviewed, continuously improved, and matured in-line with overall asset management objectives and principles.
- Work with operational teams to ensure asset management is an enabling practice to support service delivery and improve organisational performance.

- Establish systems and processes to proactively identify strategic risks to asset performance.
- Support governance committees and steering committees with advice and guidance on asset management best practice and investment decisions.
- Work with Finance, Investment Portfolio, Financial Planning, and Business Planning teams to appropriately integrate asset management into the business, financial and investment planning cycles, and processes.
- Support Finance with advice on capital processes to ensure the end-to-end asset lifecycle and associated asset data is fit for purpose and supports asset management practices.
- Ensure adherence to the Governance framework and ensure asset management standards and requirements mandated by government are met - this includes the Cabinet Office Circular CO(23)9, Public Finance Act, and Treasury guidance.

Asset Management Data and Systems

- Identify asset data requirements across strategic, tactical, and operational layers at an enterprise level so that asset data can be consolidated and integrated across asset types, operational teams, and systems.
- Support development, review and maintain the asset data dictionary across Police including ensuring appropriate data quality standards are met and matured.
- Provide advice on asset management systems and tools to support the asset management objectives and practices at an enterprise and asset portfolio level.

Asset performance reporting

- Ensure Treasury guidance on asset performance measures is met by Police through the annual report supported by operational asset performance reporting.
- Establish accurate, timely and relevant asset performance reporting, to ensure stakeholders and Executive Groups can make informed decisions.
- Work with teams to ensure there is appropriate asset data and systems to support internal and external asset performance reporting.

3. Team work

- Supports and participates in the development and maintenance of a high performing team.
- Contributes in a positive manner to the setting and achieving of team goals.
- Encourages and supports open honest and constructive relationships with colleagues.
- Provide collegial support for other senior PNHQ-based staff.
- Contribute to meeting Police obligations under the Treaty of Waitangi and acts in a way which demonstrates responsiveness to Māori.
- Contribute to a safe and friendly work environment by ensuring Equity and Diversity policy and procedures are always known and adhered to.

4. Relationship management

- Establish new relationships and maintain existing networks and relationships within Police to influence delivery practice and embed asset management practice through strategic, tactical, and operational layers.
- Represent Police externally when required.
- Interact with external professional bodies/groups in the field of asset management and asset performance.
- Solicit the views of operational staff in developing and advising on initiatives.

5. All employees of New Zealand Police are expected to:

- Adhere to New Zealand Police standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the New Zealand Police Values – Professionalism, Respect, Integrity, Commitment to Māori and The Treaty, Empathy and Valuing Diversity.

- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

The Principal Advisor - Asset Management can expect to build and maintain effective relationships with:

Internal	*Police Executive, Police Governance Groups, Assistant Commissioners/Executive Directors, District Commanders, Directors, Service Centres, Asset Portfolio Managers, Planning and Investment, Investment Portfolio Office, Business Planning, Portfolio Delivery Managers and teams, Project Delivery Community, Finance, Risk, Assurance and relevant enabling functions.*
External	*Justice Sector, Treasury, GCDO, Infrastructure Commission, other asset intensive public sector agencies.*

Position Specific Competencies (how you'll deliver results)

To be successful in this role, the Principal Advisor - Asset Management will:

- Significant experience in applying Asset Management practice across different asset types in large, complex organisations.
- Ideally, experience in asset management practice in the public sector.
- Ideally, an understanding of Government Investment Management practices, guidance, and requirements.
- Senior-level experience of working and ability to influence at all levels.
- The ability to work in a highly collaborative way with a facilitative working style.
- Relevant tertiary qualification or equivalent knowledge, skills, and experience and a commitment to ongoing professional development.
- Strong demonstrated ability to deliver Asset Management artefacts and programmes of work.
- 5+ years working in asset management and/or associated investment management discipline.
- Experience in working with asset data including asset management systems and/or asset performance dashboards including establishing asset data frameworks.
- Experience mentoring, training and guiding others in asset management related topics.
- Experience in developing and implementing processes, ideally across multiple teams or organisation-wide.
- Experience in leading by influencing others.
- Strong analytical thinking skills; able to make connects beyond the immediate issue, assimilate complex information and explain it clearly to others.
- Ability to problem solve, with a drive for continuous improvement.
- Demonstrated ability to get alongside business owners and to influence Executives to make the right investment decisions.
- Excellent communication skills: write clearly and structure ideas logically; present with ease and professionalism to senior audiences; summarise large amounts of complex information into clear presentations that facilitate decision making.
- Experience in implementing change and embedding new ways of working.

- Proven ability to develop trust and credibility with senior managers and staff to effectively bring about solutions to challenges by gaining the cooperation and commitment of others.

It is also highly desirable for the Principal Advisor - Asset Management to have:

- Experience with the ISO55000 suite of standards.
- Subsequent implementation experience in an asset intensive organisation.
- Experience working with technical/operational asset registers and fixed asset registers.

Additional information: (what you need to know)

Required Qualifications:

- Asset management training e.g. IPWEA badges, certificates or courses and/or Portfolio, programme or project qualifications e.g. MOP, MSP, PMP, Prince2 and;
- A relevant tertiary qualification in Engineering, Finance, Infrastructure Asset Management or related discipline.

Pre-Employment Checks

- Not a children's worker, security check is required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.

Work Environment

- Location: Police National Headquarters, Wellington.
- Flexibility options: Flexible work options available.
- Travel requirements: Occasional.