

## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	<b>Asset Analyst</b>
Service & Directorate:	Facilities & Property
Location:	Dunedin / Invercargill
Reports to:	Service Manager Asset Management
Number of direct reports:	Nil
Date:	September 2022

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear, and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>To provide strategic asset management advice to the Facilities and Property team, ensuring all matters relating to the ongoing operation and maintenance of the assets has been considered. To develop and maintain reporting structures based on best asset management practice in conjunction with the Strategic Asset Management Plan and any Long Term Investment Plans. To analyse asset specific data, including condition and performance information, ongoing maintenance costs, and replacement costs, and assist in planning interventions, replacements, and programmes of asset improvements, to support decision making processes for the Senior Management Team.</p>
<p><b>Area/Role specific requirements:</b></p> <ul style="list-style-type: none"> <li>• Liaise with and provide expert advice, analysis, and support to the Service Manager - Asset Management.</li> <li>• Support a positive team culture where all team members are supported, empowered and actively model exceptional customer service, health and safety practices, good asset management practice, and the values of the organisation.</li> <li>• Oversee the development and maintenance of asset hierarchies and asset data records.</li> <li>• Drive asset lifecycle planning, assessment and reporting.</li> <li>• Validation of asset data for strategic decision-making purposes.</li> <li>• Develop information streams to support planning processes for the SDHB, such as the long term asset management plans.</li> <li>• Champion adoption of ISO 55001 aligned practices across the team.</li> <li>• Drive innovation and improvement in asset lifecycle planning, including the adoption of technology and sustainable solutions.</li> <li>• Provide support to the Service Manager – Asset Management as required.</li> </ul>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Management Competencies	
<b>Planning</b>	Accurately scopes the management of the length and complexity of tasks and projects with the information available and sourcing other information as needed. Has an excellent working knowledge of technical documentation and can critically assess and initiate the relevant recommendations.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions and looks beyond the obvious.
<b>Organisational Agility</b>	Knowledgeable about how various organisations work; knows how to achieve goals through both the formal and informal networks. Understands the origin and reasoning behind policies, practices, and procedures and the underlying cultures
<b>Risk Awareness</b>	Able to identify and mitigate risk factors whether it be to people (including staff, visitors, contractors, and patients) or to facilities or equipment; so that services can be maintained and operated to a high level of efficiency

<b>Financial Acumen</b>	Able to balance the cost against the quality of service to produce efficient and effective service and support plans.
-------------------------	---

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>General Manager Facilities and Property</li> </ul>	<ul style="list-style-type: none"> <li>Contractors, consultants &amp; Ministry of Health (e.g. design consultants, building consultants architects, project managers)</li> </ul>
<ul style="list-style-type: none"> <li>Facilities and Property staff</li> </ul>	<ul style="list-style-type: none"> <li>Utility Providers e.g. electricity, steam</li> </ul>
<ul style="list-style-type: none"> <li>Service Managers and other staff of other DHB departments</li> </ul>	<ul style="list-style-type: none"> <li>Tenants e.g. University of Otago, Cafes</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Professional Certificate in Asset Management Planning</li> <li>NCEA Level 5</li> </ul>	<ul style="list-style-type: none"> <li>IPWEA AM300 series of badges</li> <li>Tertiary level qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in asset management and/or facilities management</li> <li>Experience working within a multi-disciplinary team, utilising, and providing expert advice to allow business continuity.</li> <li>Experience in analysing, interpreting and reporting on data.</li> </ul>	<ul style="list-style-type: none"> <li>Experience and confidence in healthcare facilities management</li> <li>Experience and confidence in writing reports.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Expert knowledge of the business processes required to provide asset management.</li> <li>Have an enquiring mind and be adept at options-based problem solving.</li> <li>Advanced computer skills in Microsoft Office suite.</li> <li>Knowledge of core building infrastructure.</li> <li>Application of asset risk management.</li> <li>Exceptional attention to detail and the proficient ability to read and interpret data.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of hospital infrastructure</li> <li>Experience and knowledge of software e.g. Building Management systems, (EBI), BEIMS, Oracle, Onestaff etc.</li> <li>Ability to collaboratively develop and maintain an asset management system in conjunction with the rest of the team.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A professional, accountable, proactive, and service-orientated approach.</li> <li>The ability to act independently or as part of a team, and to work within set timeframes.</li> <li>The ability to interact effectively, tactfully, and diplomatically with a wide variety of individuals in a professional and ethical manner.</li> <li>A forward thinker committed to continual quality improvements with excellent scheduling skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience working with budgets to ensure that services provided are the best value within operational financial constraints.</li> <li>• An innate ability to be adaptable; to respond to changes in tasks, duties, responsibilities, and business processes brought about by organisational, environmental, or legislative demands.</li> <li>• Ability to think strategically; goal orientated with the ability to prioritise own tasks and those of your team to meet deadlines.</li> <li>• A positive attitude to change while maintaining a good sense of humour.</li> <li>• Establishes and maintains strong, trusting partnerships with team members.</li> <li>• Monitors, measures, and continually improves own performance.</li> <li>• Responsiveness, high output, and multi-tasking.</li> </ul>
<b>Living Southern DHB Values</b>	
Proactively demonstrating Southern DHB values in all aspects of the role.	<ul style="list-style-type: none"> <li>• Demonstrates behaviours that we want to see from each other, at our best.</li> <li>• Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>• Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>
<b>Other Duties</b>	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> </ul>
<b>Professional Development – self</b>	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annual with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is always made to strive for best practice in Health and Safety.</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• Partnership – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• Participation – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions</li> </ul>

	<p>that face our people and work hard to remove barriers of access to health and education.</p> <ul style="list-style-type: none"> <li>• Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>
--	---

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

Employee Name:

.....  
Employee

.....  
Date

.....  
Manager

.....  
Date