

## Job Description: Advisor – Infrastructure Asset Manager

<b>Job Title:</b>	<b>Advisor – Infrastructure Asset Manager</b>
<b>Location:</b>	Taranaki, or central North Island, with travel to client sites around New Zealand as required.
<b>Direct reports:</b>	None.
<b>External relationships:</b>	Clients, strategic partners, client partner organisations, stakeholders, communities, professional bodies, future clients.
<b>Hours:</b>	Fulltime position, averaging 40 hours a week in a flexi-time environment.
<b>Requirements:</b>	Relevant Bachelor's Degree, three to seven years' plus experience in sector.

This job description is to be read in conjunction with Rationale's Career Pathway Matrix – Senior Advisor Level Two to Three. The matrix outlines the organisational values and expectations for the technical skills required in our business.

### Role Description

The focus of the Advisor is to work collaboratively with the Rationale team, our partners, and our clients. You will bring people together to resolve challenging problems for the public sector. We deliver value for communities and our clients with an over-arching commitment to improving investment management decision making in New Zealand.

This role will make a positive impact on the growth of Rationale and the wellbeing of our team.

As an Advisor you will draw on your experience and technical skills to assist our clients in working through the challenges they face. We work as a team, with individual team members contributing their specialist skills, ensuring we are greater than the sum of our parts.

Your work will be varied and challenging. While we aren't seeking a specific set of skills; numerical accuracy, an eye for detail, strong writing skills, an ability to 'cut to the chase', strong personal EQ and a can-do attitude are all things that are required in this role.

You will confidently curate and manage your workload and resources to maximise quality outputs and meet milestones in a timely manner, all while being encouraged to ensure your personal wellbeing – which is paramount. You consistently deliver assigned work from the project pipeline to a high standard, on time, and on budget.

We aim for constant improvement, challenge, and fun – all members are key in this mix.

### Role Objectives

1. Continuously strive to align with Rationale values and competency.
2. Be the tour guide – help our clients navigate the process ensuring we provide value for money and exceptional advice.
3. Mahi tahi (work together):
  - a. Work alongside team members to solve problems and meet client needs.
  - b. Act as part of the wider Rationale whanau, rise to the challenge, have fun.
4. Be passionate about producing quality, innovative deliverables – on budget, on time, every time.
5. Support the growth of Rationale through business acumen, problem solving and decision making.

It's vital to integrate with the wider Rationale whanau – we have team members working from Wellington, Arrowtown and Dunedin. You will utilise your unique personal attributes and strengths, supporting our wider team, clients and their communities around New Zealand. Sharing our overarching commitment to improve decision making is a key part of this role.

Taking an analytical view and responsibility for high quality work, you will meet timeframes and budgets, working with our team to produce award worthy projects.

### Capability Statement: What skills do we need?

- Familiarity with the mechanics of local government – how local government manages its assets and makes decisions about them
- Infrastructure/ asset management plans and data analysis
- Programme & project management
- Iwi engagement, awareness of Mātauranga Māori and Te Mana o te Wai
- Contract administration
- A customer focus with stakeholder management skills
- Ability to problem solve and show initiative / intuition
- Have logical reasoning – draw sound conclusions when presented with information and data
- Strong analytical skills
- Strong written communication skills

### Experience relevant to doing this job well

#### MUST HAVE:

- A minimum of three to five years relevant experience in asset management in the transport, three waters or utilities sector
- Experience within Local Government or a high degree of skill transferability to the sector
- Proven involvement in a large programme of work or series of projects

#### NICE TO HAVE:

- Consultancy experience
- Public sector experience
- Infrastructure experience
- Existing networks / relationships
- Experience working in a collaborative team environment

#### TECHNICAL SKILL:

- Tertiary qualification with evidence of additional learning or relevant work experience ideally.
- Level 2-3 Advisor - Skill Matrix (Appendix 1)

### Role Attributes

#### INNOVATION

At Rationale we constantly strive to innovate and offer new and creative solutions to challenges. You will be encouraged to be aware of, and identify, new and innovative ways to approach how we do business.

#### CHALLENGE

At Rationale we thrive on a challenge. This is an integral part of our culture and rising to the challenge is encouraged and celebrated, both professionally and personally.

#### LEADERSHIP

Innovative, engaged and productive, you will always work with integrity, linking what you think, say and do. At the same time, you will show leadership and mana when interacting with our clients and partner organisations, guiding decision making and building Rationale's reputation.

## HUMAN

Our people are our biggest asset and ensuring they are fulfilled is of the highest importance. Your ability to be empathetic, engaging and enthusiastic is paramount in maintaining the wellbeing of the team. You will be comfortable taking a proactive and positive approach to wellbeing, which in turn helps team members to be open and transparent in return.

## DECISIVENESS

Being able to act decisively is critical to ensure Rationale can operate efficiently and effectively. You will be expected to draw on your experience and the best evidence around to you make decisions that you can stand behind. Thinking on the front foot and being bold ensures we continue to progress.

## INDUSTRY KNOWLEDGE

You will be expected to use your industry knowledge to help guide the team and our clients.

## SELF-MOTIVATION

Rationale is a team of self-starters and motivated individuals. We work closely as a team but are expected to knuckle down and get the work done without a great deal of supervision. You will be expected to act in the same manner.

## AGILITY

Our business continuously changes and evolves. The very nature of the work we do means we are regularly given challenges by our clients and communities that require us to be agile. Ensuring you can change direction and show agility in your thinking in a short space of time is part of the programme.

## ENTREPRENEURIAL

An ability to see how we can turn a challenge into an opportunity for Rationale is an important skill in ensuring we continue to offer value to our clients. Demonstrating your commercial nous, you keep an ear to the ground to identify gaps in the business and look for future opportunities.

## FUN

We work hard at Rationale and like to have fun when we have the chance. As an integral part of the team, you will play a role in supporting staff events and ensuring the culture at Rationale continues to be one where challenge and fun remain central parts of the way we work.

## Values

We are a value-based organisation, and this has been central to our longevity and enduring success.

**Integrity** – Integrity is our key value and our moral compass. It has been the foundation upon which we have built our success. For us integrity is simple – we think, see and do with integrity. We strive to be fair, professional, impartial, responsible, trustworthy and authentic. If anyone is acting outside of this value we expect this to be identified and addressed.

**Whanau** – The Rationale team is a family and people are our biggest asset. We look after our employees and their families and loved ones. We regularly bring the wider Rationale whanau together to celebrate our achievements, both in and out of work. At the same time, we build strong, enduring and close relationships with our clients and client organisations.

**Balance** – Ensuring balance is critical. We know the work we do can be challenging and the focus on balance means we can approach complicated projects as a united front, using everyone's skills where they are needed. Likewise, we expect everyone in the Rationale family to have a healthy work-life balance and will seek to make changes if we identify a lack of balance.

**Challenge** – Rationale thrives when doing hard stuff. Challenge is important to us, both personally and professionally. We know that we are only as good as our last job and take the approach that nothing is too hard. Our Arrowtown and Wellington locations have allowed us to attract a highly talented team who are as passionate about taking on challenges inside the office as they are in their personal lives.

**Success** – We celebrate success in all aspects of our lives and those of our clients. We strive for success and deliver it for our clients and communities.

## Focus Areas

### PEOPLE

- **People are our biggest asset:** We target wellbeing with a well workplace. Terms and conditions of Employment Contracts, the Code of Conduct and Workplace Policies support wellness so that people may be happy and productive at work. You'll find and maintain balance between hard work and fun in a flexible work environment, demonstrating compliance with all Health & Safety obligations. You'll operate in a safe, practical manner, reporting any hazards, risks or incidents.
- **Leadership:** You will support a collaborative culture that drives high quality work. Involving, supporting, encouraging and coaching others.
- **Get the big picture:** You will learn fast and demonstrate initiative to develop skills and capabilities for yourself. You grasp our vision, strategic drivers, business goals and project objectives. Know what's coming up, what's going on and what you need to do.
- **Tackle tricky problems:** You'll navigate constant change to regularly adapt to the demands of the country. Critical thinking, problem solving and empathy in challenging times will keep your work output at a consistently high professional standard. We measure and critique individual and team performance.
- **Create a highly desirable workplace:** You'll be keen to enhance an environment where people are excited about belonging in the business, let's make this one of New Zealand's best workplaces.

### PROCESS

- **Programme Management:** You will confidently curate and manage your workload and resources to maximise quality outputs and personal wellbeing to meet milestones in a timely manner. You consistently deliver assigned work from the project pipeline on time, on budget.
- **Problem Solving:** Rationale are proven problem solvers. You will work with the team to help our clients work through tricky problems and create solutions that benefit our clients and their communities.
- **Get stuff done:** Critical thinking, teamwork and problem solving consistently delivers exemplary work and improves our business process. You will follow all internal protocols for time and document recording with correct use of Workflow Max, Suite files, Rationale brand, project and document templates. Ensuring every project has an accurate estimate and project plan, with a suitable project approach and sound financial process.
- **Produce cost recoverable work:** Senior Advisors each have specific chargeable-hour targets and Key Performance Indicators (KPI) measures which are defined in an individual Professional Development Plan (PDP) these are dealt with at twice yearly performance reviews. There is an expectation that the majority of your time will be chargeable to maintain the profitability of the business.
- **Be confident as a project tour guide:** Meet regularly with stakeholders to effectively communicate project progress. A key consideration will be project value, which is the relationship between project benefits and project costs.

### PROJECTS

- **Business Development:** This is the responsibility of all staff. You will ensure that Rationale can continue to grow its team and clients. Being aware of global current affairs with specific interest in national issues and core industries enables us to use our skills to win new business and create commercial success. You may identify business opportunities with existing clients and follow up to convert into work won.
- **Internal Project Delivery:** Rationale has a number of ongoing internal projects, it is expected that you will support these projects, ensuring they can progress efficiently and effectively to help Rationale improve its processes.
- **Provide intelligent business decisions:** Evidence based decisions are supported by tools such as the Better Business Case (BBC) framework, Investment Logic Mapping (ILM), stakeholder and community engagement and workshop facilitation. We conduct quality analysis, with the right

data, financial figures and metrics to make intelligent business decisions and support exemplary investment management.

- **Produce high quality project deliverables:** All outputs are of high quality, true to brand, consistent, functional and well-presented so that things look sharp. You tell the investment management story simply, in a compelling way. Professional, accurate, error free, quality assured work is delivered on time and budget to a client ready standard.
- **Manage variations:** Changes to scope, milestones or constraints are quickly communicated and resolved in a no surprises environment. You identify distressed projects early and mitigate risks, seeking to resolve problems. You can be trusted with high cost, high risk and high-profile engagements.
- **Continuous learning:** We regularly capture lessons learnt and useful takeaways from projects. We like to celebrate professional, project and personal success. Share to grow, grow to share.

## About Rationale

In 2024 we will celebrate Rationale's 25th anniversary. Edward Guy, Managing Director has navigated the business through constant change, adapting to demands of the country. A guiding principle that remains unchanged is "nothing is too hard". Evident in the work that Rationale is commissioned to undertake, our focus is to bring people together to work collaboratively and resolve challenging investment issues - we are firm believers that a problem shared is a problem solved.

	Rationale Strategic Drivers	What does this mean for me?
<b>Mission</b>	Improving infrastructure outcomes	I'm making New Zealand a better place
<b>Vision</b>	New Zealand's leading independent advisors in integrated investment management	Our company is trusted, we get great work and people want to work with us
<b>Values</b>	Integrity – Whānau – Balance – Challenge – Success	Rationale values drive our decisions behaviours and actions at work
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• <b>People:</b> Attracting, retaining and developing high quality teams</li> <li>• <b>Process:</b> Continuous improvement of business processes</li> <li>• <b>Projects:</b> Developing markets, enhancing services, improving communities</li> </ul>	<ul style="list-style-type: none"> <li>• I get the big picture, I have clear goals and a personal development plan</li> <li>• I know how to operate our core business systems, how to do my job, where to get help and how to contribute to process improvements</li> <li>• I get involved with attractive, meaty projects, it's interesting, satisfying work</li> </ul>
<b>2024 Business Goals</b>	<ul style="list-style-type: none"> <li>• Creating community and company value</li> <li>• Award worthy work with significant projects</li> <li>• Rated as amongst New Zealand's best workplaces</li> <li>• Winning work as trusted advisors</li> </ul>	<ul style="list-style-type: none"> <li>• I can contribute to and benefit from a growing company</li> <li>• I can be part of award-winning projects</li> <li>• We are rewarded for doing a great job in a productive work environment</li> <li>• Our clients rate us, and the industry sees us as successful</li> </ul>

**Guiding Principles**

- Integrity, linking what we think, say and do
  - Our people are our biggest asset
  - Create client and community value
  - Nothing is too hard
  - We're only as good as our last job
  - A problem shared is a problem solved
- Integrity is when what we think, say and do line up. I will be respectful and authentic
  - I change communities by turning problems into successful opportunities
  - By taking on tricky problems I continually diversify and evolve

## RATIONALE CONTINUUM – OUR SERVICES

We are recognised as trusted advisors, helping our communities and clients to navigate through complex and dynamic investment management situations.

We offer a continuum of services – from early evidence gathering and direction setting right through to the delivery of key strategic and statutory documents. All stages in the continuum are about adding more depth and clarity to an investment proposal or strategic objective.

We work differently, collaborating with experts across the investment management spectrum to ensure we can bring the best thinking to bear on any given project.

The process isn't necessarily linear, and often we may have to take a step backward to go forward, but the goal remains the same – help our clients understand the best way forward to deliver the most benefit for their communities.



### Intelligence-led, evidence-based analysis – **building the foundation**

- Growth Projections
- Housing Stocktake and Market Viability
- Investment Logic Mapping
- Workshop Facilitation
- Community Engagement
  - Planning
  - Community Surveys and Analysis
  - Workshops
  - Collateral
- Data Analysis
- Population Demographics
- Economic Development
- Infrastructure Valuations
- Rating Models
- Financial and Funding Analysis

### Developing the way forward and delivering value for money – **optimised planning**

- Project Establishment
- Outline Strategic Case
- Optioneering
  - Project Investment / Prioritisation
  - Longlist – Shortlist
  - Multi Criteria Analysis (MCA)
- Development Contributions
- Business Case Development
- Funding Applications
  - E.g. TIF, HIF, CIF
- Asset Management Planning
- Geospatial Visualisation
- Visual Storytelling
- Investment Programming

### Using evidence to drive your organisation in the right direction – **setting the compass**

- Spatial Planning
- Masterplanning
- Strategic Planning
  - Sustainability
  - Economic Development
  - Housing Capacity and Affordability
- Policy and Strategy Design
- Organisational Review / Structure
- Change Management
- Investment Visualisation
- Graphic Design

### We know what you need to do, we plan for it and get on with it – **getting it right for future generations**

- Statutory Documents
- 30 Year Infrastructure Strategy
- Annual Plans
- Long-Term Plans
- Regional / National Land Transport Plans