



SHAPING AN
AWESOME
HAMILTON



ASSET AND COMMERCIAL ANALYST

DIGITAL SERVICES - PEOPLE, PERFORMANCE AND CULTURE

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - kia urutau/adaptability, kia ngaawari/simplicity, kotahitanga/inclusiveness, kaitiakitanga/guardianship, and kia manawanui/ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the People, Performance and Culture Group. The purpose of this group is to enable success through our people and culture.

WHAT YOU WILL DO

The purpose of the role is to be part of a team of information technology professionals responsible for enabling the Digital Services Team to successfully run and deliver change into our environment. You will do this through supporting procurement, budget, assets, and project/platform activities.

Reports to	Asset and Commercial Lead
Responsible for (total number of staff)	Nil
Delegation	\$1000
Budget	\$

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Provide support for stakeholders involving Digital Services procurement and purchasing processes in relation to new hardware and software.
- Provide support across DevOps and FinOps platform teams to enable these teams to successfully run sprints, value-streams, initiatives, and projects, in the form of financial monitoring and tracking.
- Collaborate with our platform teams to ensure we manage and have accurate records of our assets (H/W & S/W).
- Collaborate with our platform teams to ensure that budgets are actively managed, maintained and reported on in line with Local Government planning cycles and requirements.
- Assist in internal and external QA and Audit processes.
- Provide advice to platform teams on commercial outcomes, such as licensing, support, and services.
- Collaborate with our platform teams to maintain a programme of work and the appropriate financial controls, forecasts, and approvals of these functions.
- Liaise with vendors where necessary for purchasing, service and support around mobile fleet.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It is vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible

outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE

You will:

- Have a reputation for actively working at being the 'best version of you' and your mindset and behaviours have a positive impact on others.
- Have courage to speak out when things don't seem right.
- Have organisational savvy – know when to push the boundaries and when to hold back.

YOU BRING TO THE ROLE

- Qualification (Certificate) in IT or similar field or relevant experience in asset management and/ or procurement.
- Strong systems' knowledge, an expert in Microsoft Office, and Knowledge of Windows OS environments.
- Experience supporting and maintaining an asset database.
- Basic financial knowledge including budgeting, accounting, receivables, payables, inventory, opex, capex, procurement, and purchase orders.
- Effective at multitasking, communicating with a strong customer focus, as well as analytical and problem-solving skills, and a keen interest in personal development.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.