

POSITION DETAILS

TITLE	Transport Corridor Co-Ordinator
REPORTS TO	Team Leader Network Operations
LOCATION	Civic Centre, Commerce Street / Keepa Rd Depot, Whakatāne
DATE	September 2024
DIRECT REPORTS	-
FINANCIAL DELEGATION	N/a

PURPOSE OF POSITION

The primary purpose of this role is, to undertake the duties of the Traffic Management Co-Ordinator and the Corridor Manager for Whakatāne District Council.

This includes being the primary person responsible to provide a professional and efficient service ensuring that all works and events within the road reserve (utilities, private and public works), comply with the relevant Legislation, Codes of Practices, and Good Practice Guides.

The role involves reviewing, approving, coordinating, managing, supervising, and auditing, those applying and actively carrying out work and/or events on the districts transport network.

The role also requires providing guidance and support to those carrying out work and/or events within the district's transport network.

The role will also involve working with others in the Council's Transport Team, to empower them to provide assistance in delivering this key service, to ensure seamless response for applicants and users during times of high demand and/or to cover leave etc.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of this role.
TECHNICAL MANAGEMENT	<p>Undertake the duties and responsibilities of the Road Corridor Manager as defined within the "National Code of Practice for Utility Operators" Access to the Transport Corridors.</p> <p>Perform the role of the Traffic Management Co-ordinator (TMC) as per CoPTTM, providing expert and sector leading advice when reviewing, analysing and approving traffic management plans (TMPs) submitted to Council.</p> <p>Hold regular liaison meetings regarding Corridor and Traffic Management impacts, to effectively and efficiently co-ordinate upcoming works in the transport corridor. Liaison meetings would cover: internal Council Teams (events, place open spaces, three waters, communications etc), and external parties: Utility Operators, and neighbouring Road Controlling Authorities (Councils and NZ Transport Agency).</p> <p>Where required, advocate and/or make submissions for changes related to relevant Corridor and Traffic Management Codes of Practice and Guides.</p> <p>Manage all traffic management activities in relation to road closures. Including obtaining necessary sign off in accordance with Council's Delegations Register. Work in collaboration with</p>

our Asset Engineer – Structures, for the management of overweight, over dimension vehicles, HPMV permits and Heavy Traffic Bylaw exemption permits.

Operate the Corridor Access Request (CAR) system and continually identify opportunities for system improvements. Co-ordinate and prioritise all works that impact the Road Corridor in a safe and efficient manner. Issue Works Access Permits and set special conditions to enforce compliance with the relevant Codes of Practices.

Follow up on reported matters within the road reserve, including but not limited to; tree shading, stock on road reserves, encroachment fencing, licences to occupy road reserve, stock crossings, mobile trading, etc in accordance with Council policies and bylaws. These activities require close collaboration with others in Council’s Transportation Team and the wider Council Organisation.

Auditing and Inspections

Audit work sites within the road corridor for compliance with the physical approved work, Traffic Management Plans and Works Approval Permit conditions. Record and document in the designated electronic systems, all auditing data carried out within the Whakatāne DC Network

Engage and educate stakeholders in relation to corridor access request and temporary traffic management, including the requirements when undertaking activities in the road corridor so as to maintain and improve standards.

Ensure that all excavations are reinstated in accordance with the NZUAG National Code of Practice and/or WDC local conditions.

Assist with the management of the roading network on a day to day basis to ensure it continues to provide safe, efficient and appropriate levels of service.

<p>RELATIONSHIP MANAGEMENT</p>	<p>Effectively manage and maintain internal relationships to ensure Managers and staff seek advice and guidance on special projects in a timely manner with successful outcomes.</p> <p>Provide advice and recommendations to internal departments on temporary traffic management issues that may affect Council’s assets, to ensure TMPs meet Council’s standards and requirements. Provide sound advice during the development stage of projects and work programmes regarding suitable temporary traffic management options.</p> <p>Provide advice and recommendations to internal departments on temporary traffic management requirements including qualifications and training in accordance with best practices.</p> <p>Research and develop solutions to ensure that the most accurate, complete and up to date industry information is implemented across the Whakatāne Roding Network.</p> <p>Establish, maintain and enhance communication and positive relationships with a diverse range of internal staff, utility operators, contractors and neighbouring RCAs.</p> <p>Develop and manage relationships with key stakeholders to ensure consultation with interested groups and parties is professionally managed and promotes proactive, positive relationships.</p> <p>Develop and maintain strong relationships and work closely with consent and permit authority staff to ensure consent compliance matters are well managed and any issues quickly resolved.</p> <p>Investigate and respond in a timely manner, to public enquiries received, relevant to corridor and traffic management.</p> <p>Liaise with other road controlling authorities, emergency services and our internal Communications Team etc. where activity is likely to cause disruption to these organisations and/or their clients.</p> <p>Working with our internal communications team where applicable, ensure key stakeholders and customers receive high quality responses to feedback or correspondence in a timely manner that consistently reflect Council’s objectives to promote the Whakatāne District.</p> <p>Ensure cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p> <p>Provide direction, training and mentoring for junior staff.</p>
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<p>HEALTH, SAFETY AND WELLBEING</p>	<p>Understand and implement Council’s documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement follow up corrective actions, as required.</p> <p>Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Attend and complete relevant Health and Safety training ensuring certification, as required, is current.</p> <p>Undertake active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p> <p>Proactively monitor and manage environmental and health and safety responsibilities, undertaking sufficient site audits to encourage and provide confidence in the level of compliance.</p> <p>Carry out regular network audits, observing and auditing the performance of contractors in complying with works approval permit requirements, and ensuring contractors adhere to health and safety requirements.</p>
<p>ADDITIONAL DUTIES</p>	<p>Assist with Emergency events as instructed, attending relevant training as required.</p> <p>Complete other duties that may be required, as appropriate.</p> <p>Be available for On Call Roster as required.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Public ▪ Other Local and Territorial Authorities ▪ Consultants and contractors ▪ Iwi ▪ Emergency Services ▪ Funding agencies – Waka Kotahi ▪ Service providers ▪ Utility Providers 	<ul style="list-style-type: none"> ▪ Transportation Team members ▪ Other staff and managers within the Infrastructure Group ▪ All other staff within Council ▪ Council elected members

PERSON SPECIFICATION

<p>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</p>	<p>Level 1 STMS A/B NP (minimum)</p> <p>TTM Planner (preferred)</p> <p>TTM Approver (preferred)</p> <p>TTM Audit (preferred)</p>
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<p>EXPERIENCE</p>	<p>At least five years in the temporary traffic management and Corridor Access Request industry. Proficient skills in the use of Submitica software.</p> <p>Extensive knowledge of the Code of Practice for Temporary Traffic Management, NZ Guide to Temporary Traffic Management and the National Code of Practice for Utility Operators.</p> <p>Relevant administration or technical field support experience, preferably in a compliance/engineering environment.</p> <p>Demonstrated experience in contractor management to reach strategic outcomes.</p> <p>Demonstrated knowledge and understanding of key legislation including the Resource Management Act (RMA) 1991, Local Government Act 2002.</p> <p>Demonstrated knowledge of computer aided software specific to roading, i.e. GIS, RAMM. Demonstrated experience in computer software programmes including Microsoft Office including Excel, Word, PowerPoint and Outlook.</p>
<p>KNOWLEDGE, SKILLS AND ATTRIBUTES</p>	<p>Experience and skills in leading change, supporting people in development, and ability to build strong relationships built on trust, reliability and integrity.</p> <p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p>
<p>OVERALL</p>	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Willing to work overtime and weekends should this be required.</p> <p>Full clean current drivers licence.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Manager signature

Date

OUR VISION AND VALUES

*Tō tātau matakitenga
me ngā wāriutanga*

OUR VISION *Ngā matakitenga*

Better Together **Toitū te Kotahitanga**

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

We put **people** at the
heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as **one team**
Toitū te Mahi Tah!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

We are always **learning**
and **improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about
our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate**
and **proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together