

POSITION DESCRIPTION

Transportation Manager

Kaiwhakahaere Waka-tiaki



Job Title:	Transportation Manager
Group:	Service Delivery Group
Location:	Paeroa Office
Reports to:	Group Manager Service Delivery
Supervisory Responsibility:	Transport Team Leader, Transport Officer, Transport Works Planner
Functional Relationships:	Councillors, Executive Leadership Team, Service Delivery Group, Contractors, Staff, Public
Authorities:	In accordance with the Delegation Manual

General function of the position

To provide, maintain and develop a network of roads, streets, bridges, walkways and cycleways that facilitate safe, comfortable and efficient travel in and through the District. To manage Council's local transport infrastructure (including roads, cycleways, footpaths and berms) in accordance with Council's Goal Statement, General Objectives and Performance Measures.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To lead and manage the Transport Team.
2. To manage transport operations.
3. To manage the activity management including life cycle renewal and forward planning for the transport network.
4. To manage the transport budget.
5. To facilitate the provision of project and contract management services to meet the needs of the transport function.
6. To ensure quality controls are established and met.
7. To be an advocate for the Council in relation to land transport matters.
8. To be an advocate for sound health and safety processes and practices.
9. To demonstrate professional accountability and have an ongoing commitment to development.
10. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Team Activity Management

	Key Tasks	Key Performance Indicators (KPIs)
1.1	Manage the day to day running of the transport team.	<ul style="list-style-type: none"> The people the jobholder manages are professional in approach and can contribute individually and collectively to the organisations success. The Transport Manager assumes responsibility for and is accountable for efficient performance of the team and ensures it achieves acceptable levels of performance. Directives are effectively implemented and administered.
1.2	Provide guidance and coaching in a positive manner to ensure that team objectives are met. Set a leadership example of high personal energy and effectiveness.	<ul style="list-style-type: none"> Council personnel policies are observed and met.
1.3	Ensure that the work of all team members is coordinated, efficient and to acceptable levels of performance.	<ul style="list-style-type: none"> Team is performing as a unit, contributing to effective and efficient administrative support services in obtaining organisational goals and values. The team members can contribute individually and collectively to the organisations success. All positions are filled by suitably qualified and competent staff. Performance is regularly reviewed and, when necessary, corrective action is taken.

2. Transport Operations

	Key Tasks	Key Performance Indicators (KPIs)
2.1	Advise the Group Manager Service Delivery on all matters concerning land transport.	<ul style="list-style-type: none"> Effective management of engineering assets, including provision of long term planning and budget setting.



		<ul style="list-style-type: none"> • Technical advice given regarding land transport matters is accurate and timely. • Plans and policies are initiated for the Group Manager as required. • The Group Manager receives honest, impartial and comprehensive advice on relevant issues. • The Group Manager is kept informed of current and future services the Council may be required to provide, and any key issues and developments that may create significant risk for the organisation.
2.2	Develop goals, objectives and performance measures for the services.	<ul style="list-style-type: none"> • Community needs have been identified and incorporated into Council's long-term plan. • Goals and objectives as detailed in Council's Long Term Plan are achieved. • Appropriate Levels of Service are prepared and recommended • Performance measures for land transport are proposed, monitored and reported on.
2.3	Provide leadership for infrastructure specifications for transportation infrastructure.	<ul style="list-style-type: none"> • Technical specifications are maintained and updated. • Industry changes and developments are monitored and incorporated into HDC technical specifications as appropriate. • Active engagement with the Regional Infrastructure Technical Specification update and revision process and other appropriate infrastructure specification updates.
2.4	Establish and manage internal Service Level Agreements (SLA) and external contracts in order to maintain the transport network.	<ul style="list-style-type: none"> • SLA's are prepared, implemented and managed in accordance with Council procedures and processes. • Budgetary control for all projects is maintained. • External contracts are prepared, tendered and managed in accordance with Council and NZTA procedures and processes. • Levels of Service for land transport is achieved within acceptable parameters. • Work is completed within acceptable / agreed timeframes.
2.5	Ensure compliance with resource and land use consents for land transport infrastructure and work with Waikato Regional Council to develop a programme for timely renewal of consents.	<ul style="list-style-type: none"> • Substantial compliance with resource consents is achieved. • Consents are current and maintained for all activities. • Consent reporting is accurate and timely. • Compliance reporting in accordance with consent conditions is undertaken
2.6	Ensure compliance with all relevant legislation, including the following Acts: <ol style="list-style-type: none"> 1. Local Government Act 2. Health and Safety at Work Act 3. Resource Management Act 4. Land Transport Act 5. Public Works Act. 6. Utilities Access Act 	<ul style="list-style-type: none"> • No actions take place that result in prosecution for breaches of legislation • Knowledge of relevant legislation is current. • All land transport services infrastructure meets acceptable health and safety standards. • All land transport activities undertaken by Council or their agents comply with the Health and Safety at Work Act. • The Council's responsibilities under the Utilities Access Act and the National Code of Practice for Utility Operators' Access to Transport Corridors are met.
2.7	Ensure that any response to external and internal customer enquiries is appropriate and undertaken within required timeframes.	<ul style="list-style-type: none"> • Information is appropriate and provided promptly and courteously in accordance with Council's customer service guidelines and Non-Financial Performance Targets.
2.8	Provide information about impact on land transport infrastructure and recommend conditions in relation to resource and building consent applications.	<ul style="list-style-type: none"> • Information identifying the effects and possible appropriate mitigation options thereof on infrastructure is provided.



	<ul style="list-style-type: none"> Financial information relating to the effects of and possible appropriate mitigation methods of the development is provided. Information is provided within agreed timeframes to appropriate standards.
2.9	<p>Actively engage with industry bodies and forums</p> <ul style="list-style-type: none"> The Transport Manager actively engages with the industry bodies such as but not limited to: <ul style="list-style-type: none"> RATA REG RCA RTC RAG SNP

3. Activity Management – Life Cycle Renewal and Forward Planning

Key Tasks	Key Performance Indicators (KPIs)
3.1 Prepare life cycle renewal plans for the land transport network, from condition rating and remaining life assessments of each component, and evaluate dollar value of annual asset consumption.	<ul style="list-style-type: none"> Lifecycle renewal plans are prepared to agreed standards and within required timeframes. NZTA approval is received A current life cycle renewal plan exists for each system. Significant infrastructure failure does not occur.
3.2 Scenario modelling	<ul style="list-style-type: none"> Various scenario modelling is undertaken for land transport in accordance with the LGA requirements. Scenario models are prepared within agreed timeframes The strategic planning team is actively consulted with during the modelling process.
3.3 Manage the asset data for Land Transport, including continuous upgrading of data through inventory and pavement roughness rating updates.	<ul style="list-style-type: none"> Future needs are clearly shown and incorporated in medium and long-term plans. Develop, with RATA, the DTIMMS predictive pavement modelling to optimise Council's roading long term expenditure. RAMM is correct and updated continuously
3.4 Prepare and maintain a land transport 10 year rolling forward plan for inclusion in the Council's long term plan, showing the capital works required to meet future demand and upgrade requirements.	<ul style="list-style-type: none"> Forward works strategies are developed for the land transport network. The 10 year renewal plan for the network is updated annually. Crisis events are minimised through contingency planning and appropriate responses. NZTA approve the 10 Year forward works plan Adoption by Council of the annual and 10 year plans for land transport.
3.5 Provide strategic, capital and operational advice for the preparation of the 30 Year Strategic Infrastructure Plans.	<ul style="list-style-type: none"> The land transport component of the 30-year infrastructure plan is prepared in accordance with the LGA. Strategic advice is provided for the land transport infrastructure. The capital and operational information is prepared and provided within agreed timeframes and to the required standard.
3.6 Develop the Activity Management Plans.	<ul style="list-style-type: none"> Activity Management Plans (AMPs) are prepared and are in accordance with appropriate industry standards. Lifecycle renewal and forward planning components of the AMPs is provided in accordance with agreed timeframes to the appropriate level for the activity. NZTA approve the LT AMP



3.7	Manage the implementation of Activity Management Plans.	<ul style="list-style-type: none"> • Activity Management Plans are implemented • Improvement plans are implemented
3.8	Determine land to be acquired and land required for easements, and arrange for land purchase and easements (in accordance with the forward plan), and designations and necessary consents.	<ul style="list-style-type: none"> • No delay or additional cost accrues to projects resulting from land acquisition. • Land required for road purposes is acquired successfully. • Property staff are informed of roads to be stopped.
3.9	Consult with Council Committees and community groups.	<ul style="list-style-type: none"> • Accurate reports which meet deadlines are prepared. • Routine comprehensive reporting is maintained to the relevant Council Committees. • Consultation is undertaken in accordance with Council Policy.
3.10	Develop and manage capital and renewal projects	<ul style="list-style-type: none"> • Annual capital works projects are scoped and issued by April each year. • 3 Year rolling capital works projects are planned. • Annual renewal works are scoped and issued by April each year. • Capital and Renewal budgets are managed.
3.11	Annual and Long Term Plans	<ul style="list-style-type: none"> • Appropriate support and input is given to the Strategic Planning team in the preparation of the Annual and Long Term Plans within agreed timeframes.
3.12	Arrange for professional consultant services as required for investigation, design, supervision etc, related to renewal and development of Council's land transport networks.	<ul style="list-style-type: none"> • Project scope is prepared appropriately • Projects meet the desired outcomes. • Consultants are appropriately managed • Costs are carefully monitored and managed. • Post-project audit / reviews undertaken.
3.13	Ensure contracts adequately provide for Council's budgeted works to be completed in accordance with timing set out in Council's Annual Plan.	<ul style="list-style-type: none"> • Project scope is accurate • Projects meet the desired outcomes. • Projects are carried out within agreed timeframes. • Projects are managed in accordance with agreed practices. • Project costs are carefully monitored and managed. • Post-project audit / reviews undertaken.
3.14	Arrange for regular inspection of land transport networks and ensure that all networks are maintained to agreed standards and comply with relevant legislation	<ul style="list-style-type: none"> • Bi-Annual inspections of networks are undertaken with the Group Manager Service Delivery. • Networks are maintained to agreed and acceptable standards • Networks comply with legislative requirements such as the Health and Safety at Work Act.
3.15	Prepare the Road Safety Action Plan (RSAP) in collaboration with NZTA, NZ Police, TCDC, MPDC, ACC, WRC and Road Safety Coordinator (East Waikato Road Safety Action Plan Group)	<ul style="list-style-type: none"> • The RSAP is prepared and adopted by the East Waikato Road Safety Action Plan Group • The RSAP programme is implemented • The Plan is current and has support of affected interest groups.
3.16	Prepare annual footpath construction programmes for each Ward.	<ul style="list-style-type: none"> • Recommendations of programmes are forwarded to the relevant Ward Committee for incorporation into the annual programme.
3.17	Respond to enquiries regarding unformed public roads and formed public roads which are not maintained by Council.	<ul style="list-style-type: none"> • Information provided in accordance with Council policy.
3.18	Manage access to local roads, vehicle crossings, stock crossings and underpasses.	<ul style="list-style-type: none"> • Control of access on to Council's local roads is achieved. • Vehicle and Stock Crossings are installed and maintained in accordance with the District Plan, Land Transport Bylaw, Council procedures and standards • Underpasses are installed in accordance with the Land Transport Bylaw and Council procedures and standards



3.19 Manage the Corridor Access Request process

- The CAR process is regularly reviewed to ensure that it meets best practice
- CAR's are reviewed and Traffic Management Plans approved (or otherwise) within agreed timeframes.

4. Budget, Reporting, Bylaw and Policy

Key Tasks	Key Performance Indicators (KPIs)
4.1 Prepare the land transport components of Council's Annual Estimates, Long Term and Annual Plans.	<ul style="list-style-type: none"> • Budget estimates are provided within required timeframes • Budget estimates are appropriately determined. • Budget estimates are approved by Council without significant changes. • Ward Committees are advised on the preparation of their locally funded roading budgets. • Activities are on delivered within agreed timeframes and budgets
4.2 Monthly capital and operational budget reports are prepared. These reports shall consider physical progress against budgets.	<ul style="list-style-type: none"> • The Group Manager Engineering Service is fully informed about <ul style="list-style-type: none"> ◦ Progress on all significant projects. ◦ Financial performance against budgets ◦ Proposed programme changes • Routine (monthly) monitoring and reporting of expenditure is produced.
4.3 Monitor expenditure and recommend programme changes to Group Manager Service Delivery where necessary to take account of actual progress on works, variation of tenders from estimates and unforeseen circumstances causing delays to works progress.	<ul style="list-style-type: none"> • The Group Manager Service Delivery is fully informed about all significant projects. • Activities are on time and under budget. • No adverse change in Council policy is required through the Transport Manager's actions.
4.4 Prepare and submit monthly NZTA claims	<ul style="list-style-type: none"> • Monthly NZTA claims are prepared correctly and submitted. • Any changes to the Activity budgets are approved by NZTA • NZTA are notified as soon as practicable of any emergency works and approval is sought from NZTA for these works
4.5 Actively engage with NZTA on all matters relating to NZTA and the HDC Land Transport activity	<ul style="list-style-type: none"> • Regular meetings with NZTA are held • A strong relationship is developed with NZTA staff
4.6 Review Council's Land Transport related policies and bylaws, and recommend identified changes to the Group Manager Service Delivery, having regard to compatibility with the District Plan and other Council activities.	<ul style="list-style-type: none"> • Recommended changes to Policies and Bylaws are prepared and submitted to Group Manager Service Delivery for consideration. • Strategic Planners are actively engaged during the process. • Recommended changes are submitted within required timeframes. • Policies and bylaws are reviewed annually to ensure they meet requirements.
4.7 Prepare monthly Transport reports for Council	<ul style="list-style-type: none"> • Reports are prepared within agreed timeframes
4.8 Advise Ward Committees on issues related to matters relating to Land Transport.	<ul style="list-style-type: none"> • Ward Committee are adequately informed of issues.



5. Project & Contract Management

Key Tasks	Key Performance Indicators (KPIs)
5.1 Establish and maintain a relational and performance-based Service Level Agreement to deliver Council's long term plan.	<ul style="list-style-type: none"> SLA for delivery of Capital Projects is established with the Project & Operations Manager. Performance against the SLA is monitored and reported upon in accordance with an agreed mechanism.
5.2 Arrange for the professional services team to establish and administer the most appropriate method of contract management for operations and maintenance contracts for maintenance of Council's long term plan.	<ul style="list-style-type: none"> All projects are appropriately managed. All budgets are correctly managed and reported on.
5.3 Ensure that contracts are established in such a manner that Council's budgeted works are completed in accordance with the Council's Annual Plan and the Service Delivery Group's Business Plan.	<ul style="list-style-type: none"> Forward work planning is completed and submitted to the Group Manager for approval. NZTA approval of forward works is obtained. The timing of projects meets the desired outcomes. Work is completed and payments certified.

6. Quality Assurance

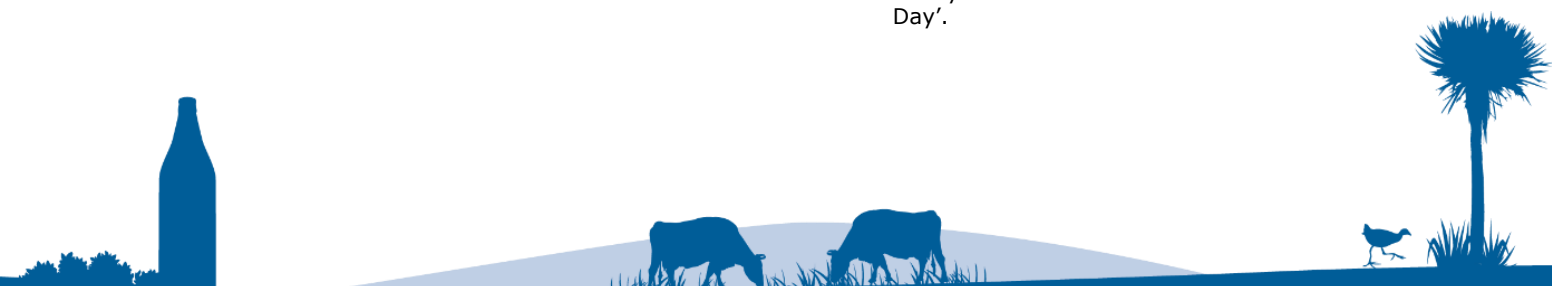
Key Tasks	Key Performance Indicators (KPIs)
6.1 Ensure adequate quality controls have been established.	<ul style="list-style-type: none"> Works are undertaken in accordance with the brief, policy and design standards.
6.2 Arrange for regular inspection of asset, and liaison with the professional services and contractors.	<ul style="list-style-type: none"> Specific audits are carried out for selected projects.

7. Advocacy

Key Tasks	Key Performance Indicators (KPIs)
7.1 Advocate Council's position in relation to works on state highways within the District	<ul style="list-style-type: none"> Recommendations are prepared and made to the Group Manager Service Delivery on these issues. Council's position in relation to works on state highways is advocated positively. The District Engineer is kept adequately informed.
7.2 Advocate and manage Council's position and responsibilities in relation to the Utilities Access Act with respect to local roads within the District.	<ul style="list-style-type: none"> Recommendations are prepared and made to the Group Manager Service Delivery on these issues. Council's position in relation to utility services on local roads is advocated positively. The Group Manager Service Delivery is kept adequately informed.

8. Health and Safety

Key Tasks	Key Performance Indicators (KPIs)
8.1 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.



8.2	Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the H&S of others.	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given by the Council. Co-operate with any reasonable policy or procedure.
8.3	Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE and adherence to the JSA's.	<ul style="list-style-type: none"> Adheres to all H&S practices and rules as they relate to the position and working environment(s) and seeks out advice when unsure.
8.4	Actively participate in the identifying and reporting of risks and hazards.	<ul style="list-style-type: none"> All accidents / incidents / near hits are reported through the Vault H&S reporting system within 48 hours of their occurrence. Relevant advice is sought when hazards or risks are identified.
8.5	Inform contractors of H&S regulations and procedures they must operate within at all times.	<ul style="list-style-type: none"> Contractors are informed of H&S regulations and procedures so that they operate safely while undergoing work at HDC sites.

9. Professional Accountability and Development

Key Tasks		Key Performance Indicators (KPIs)
9.1	Actively supports and models the Hauraki Way – values and required behaviours of the role (internally and externally).	<ul style="list-style-type: none"> Champions the Hauraki Way in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.
9.2	Takes personal responsibility for discussing own performance and professional development with direct manager.	<ul style="list-style-type: none"> Takes an active role in own PPD / MeTime and raises any concerns in a constructive manner that does not undermine good faith.
9.3	Demonstrates commitment to up-skilling and further developing specialist knowledge and best practice initiatives.	<ul style="list-style-type: none"> Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council.
9.4	Identifies opportunities for improvement and as necessary works across the organisation to implement the necessary changes.	<ul style="list-style-type: none"> Contributes to and/or champions an improvement initiative through to completion

10. Other Duties

Key Tasks		Key Performance Indicators (KPIs)
10.1	Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
10.2	Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> Employee participates in Civil Defence activities and events as required and as directed.
10.3	Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to.
10.4	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.



Person specification details

1. Expertise

Qualifications:	Full NZ Drivers' Licence Bachelors Degree or Level 7 Diploma in related field
Experience:	10+ years relevant work experience

2. Skills

Commitment / Personal Accountability	Is self motivating and self managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Decisionmaking / Problemsolving	Is able to analyse and solve complex problems, form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Professional / Technical Expertise – Contract Administration	Has proven ability to prepare contract documents and supervise physical works and service contracts
Time Management	Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.
Ability to Organise	Has a systematic approach that leads to the successful completion of tasks and events. Has ability to programme and organise work, and keeps functional records and filing systems in order.

3. Knowledge

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) Intermediate • Microsoft Word Intermediate • Microsoft Excel Advanced • Microsoft Powerpoint Intermediate • Corporate Systems • GIS Concepts
Legislation	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Health and Safety at Work Act, Resource Management Act, Land Transport Act, Local Government Act.



Contribution to District	Participates fully in a Civil Defence emergency within the District, reacting to and dealing effectively with emergency events caused by wind, rain, floods, earthquakes etc., as directed by the Civil Defence co-ordinators.
Working Knowledge: Civil Engineering	Has knowledge and practical experience in the management of civil engineering projects.
Working Knowledge: Codes of Practice & Design Standards	Has knowledge and practical experience in the management of civil engineering projects.
Working Knowledge: Development/Engineering Codes of Practice & Manuals	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the development.
Working Knowledge: Engineering Assets - Roothing	Has knowledge and practical experience in the fields of Roothing
Working Knowledge: Engineering Drawings	Has a basic knowledge in the interpretation of engineering drawings.
Working Knowledge: Engineering Interpretation	Can successfully interpret engineering drawings and designs.
Working Knowledge: Tendering Processes	Understands concept of fair and transparent tendering processes and demonstrates ability to co-ordinate and interpret tenders.

