

## JOB DESCRIPTION

<b>Job Title</b>	Manager, Roothing
<b>Business Unit &amp; Team</b>	Service Delivery, Roothing Team
<b>Reports to</b>	GM Service Delivery
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Manager Roothing Contracts</li> <li>• Asset Management Lead</li> <li>• Project Manager Capital Projects</li> <li>• Infrastructure Field officer, Customer and Corridor</li> </ul>
<b>Base Location</b>	Mangawhai/Dargaville
<b>Salary Grade</b>	Grade 22
<b>Delegations</b>	TBC
<b>Key Internal and External Partners/Customers</b>	Maintenance and Operations Contractor Lead and associated Contractor staff Engineer to the Contract NZTA Funding Advisor and Director Regional Relationships

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

To effectively manage Kaipara District Councils roading activities ensuring a fit-for-purpose, fully accessible, safe local road network and that transportation services are delivered effectively and efficiently. To deliver Roothing,



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Transportation Asset Management Plans to meet asset whole of life needs for roading, to deliver CAPEX and OPEX contracts and projects for both NZTA subsidised as well as non-subsidised funding.

## KEY RESPONSIBILITIES

<b>Management of the KDC roading business unit</b>	<ul style="list-style-type: none"> <li>• Oversee and manage the operations of the Council's roading services.</li> <li>• Develop Business Plans that align with the overall strategy of Council.</li> <li>• Allocate staff resources, including budgets.</li> <li>• Recommend and lead implementation of new trends, systems or processes to continuously improve services.</li> <li>• Contribute to strategy &amp; policy development in forums, including the Council and the management team.</li> <li>• Ensure the Council's roading activities and assets are managed in a collaborative, planned, cost-effective and proactive manner.</li> <li>• Maintenance, renewals, and special projects are completed on time, to the required quality, and within budget.</li> <li>• Delegate new tasks and responsibilities appropriately, across the roading business unit</li> <li>• Timely and appropriate support is provided to the staff involved in the roading activities and to Council representatives.</li> <li>• Ensure required roading service outputs are delivered within approved budget allocations</li> <li>• Reporting: Roading Management reporting, CE reports, Audit and Risk reports, Annual Reports, Briefing and Council Decision papers</li> <li>• Manage non-subsidised roading (includes local works), and subsidised roading account</li> <li>• Actively participate in representing the unit at the Road Controlling Association, Northland Road Safety Forum, Northland Lifelines Group (CDEM) and provide support for Regional Transport Committee.</li> <li>• Ensure reports to NZ Transport Agency are loaded onto TIO timely and portrays the correct budgets</li> <li>• Roading fleet vehicle management, and Smartrak monitoring</li> <li>• Representation of council in other industry steering groups and state highway projects consultation</li> </ul>
<b>Strategy and policy</b>	<ul style="list-style-type: none"> <li>• Ensure that Council's agreed strategic plan and business plans as they relate to the roading activity are implemented on an agreed basis and that there is an integrated approach to management of operations</li> <li>• Manage the delivery of key strategic roading initiatives developed as part of the strategic plan process</li> <li>• Provide specialist roading expertise as an input to the development, communication and implementation of strategic plans</li> <li>• Contribute to roading strategy development in regional and district forums, including the Council and the management team</li> </ul>
<b>Implementation of</b>	<ul style="list-style-type: none"> <li>• Ensure the delivery of roading strategic programmes developed as part of the</li> </ul>



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<b>strategy</b>	<p>strategic thinking and Long Term Plan process</p> <ul style="list-style-type: none"> <li>• Develop a business plan for roading and ensure its alignment with wider Council plans</li> <li>• Recommend appropriate goals, objectives and strategy for all areas of activity</li> </ul>
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Achieve maximum value for money by ensuring that agreed levels of service are delivered in the most effective and efficient manner</li> <li>• Ensure that roading and customer services are delivered in an effective and efficient manner</li> <li>• Ensure that relevant roading legislation changes and Resource Management Act consent requirements are monitored and processes put in place to ensure ongoing compliance</li> <li>• Manage the acquisition, design, building, operating and maintenance of Council roading assets/services in accordance with roading asset management plans and levels of service specifications</li> </ul>
<b>Relationship and contract management</b>	<ul style="list-style-type: none"> <li>• Establish and foster sound professional relationships with Council's external roading service providers and contractors</li> <li>• Establish and foster sound professional relationships with NZTA's Funding Advisor and Director Regional Relationships.</li> <li>• Facilitate monthly NZTA liaison meetings on programme achievement and budget management.</li> <li>• Facilitate and promote a culture of collaboration and innovation within external roading service providers</li> <li>• Develop and implement contract management and negotiation strategies to ensure the effective and efficient delivery of contracted roading services</li> <li>• Monitor and evaluate the performance of key Council roading service providers</li> <li>• Keep up to date with, contribute feedback on and implement changes to New Zealand Standards for Contracts (NZS 3910, 3917).</li> </ul>
<b>Policy / technical advice</b>	<ul style="list-style-type: none"> <li>• Responsible for managing activities on the Kaipara roading network including road works, events, road closures and construction activities.</li> <li>• Provide policy/technical advice and support to councilors on roading issues to enable them to carry out their defined responsibilities, eg roading infrastructure management and service quality</li> <li>• Represent Council on meetings where Council's interests need to be represented (State Highway projects, regional committees, road safety, etc.)</li> </ul>
<b>Stewardship of Council resources</b>	<ul style="list-style-type: none"> <li>• Develop roading, transportation asset management plans to ensure the prudent and coordinated management of Council's infrastructural assets</li> <li>• Ensure the prudent management and utilisation of all Council resources, people, capital and expenditure by monitoring effectiveness and achieving agreed goals/returns on investment</li> </ul>
<b>Financial management</b>	<ul style="list-style-type: none"> <li>• Prepare, monitor and report on the annual budget for roading</li> <li>• Ensure the effective and efficient use of resources</li> <li>• Ensure required roading service outputs are delivered within approved budget allocations</li> <li>• Manage non-subsidised roading (includes local works), and subsidised roading</li> </ul>



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	<p>account</p> <ul style="list-style-type: none"> <li>• Ensure reports to NZ Transport Agency are provided, including annual achievement returns</li> <li>• Ensure TIO claims to NZ Transport Agency are loaded and submitted monthly.</li> <li>• Ensure TIO claims to NZ Transport Agency are true and accurate, and do not breach funding rules and requirements</li> </ul>
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>• Operate in line with our “KDC great manager guide”</li> <li>• Comply with the Good Employer Requirements of the Public Service Act 2020 and Local Government Act 2002.</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>
<b>Other Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide CORE customer experience (connected, open, reliable and easy)</li> <li>• Champion our values</li> <li>• Adhere to our ways of working (WoW)</li> <li>• Observe KDC policies, procedures and guidelines</li> <li>• Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice</li> <li>• Maintain records in compliance with the Public Records Act 2005</li> <li>• Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required</li> <li>• Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies</li> <li>• Other tasks and/or projects as assigned</li> </ul>

## COMPETENCIES



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#### Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

#### Leader of Others

- Manage People
- Business Acumen
- Manage within a Political, Legislative and Regulatory Environment

## SUCCESS PROFILE

#### Qualifications & Experience

- Tertiary qualification in civil engineering; post graduate qualification preferred
- Chartered professional member of IPENZ
- 10+ years' experience in a local authority or a demonstrably relevant field
- Experience in the development and management of contracts for the delivery of services through external contractors
- Substantial experience in the design, construction and maintenance of roads
- Good understanding of relevant legislation eg. Transport Act, Local Government Act, Resource Management Act, policies and bylaws
- Good understanding of NZ Transport Agency rules and standards

#### Role Specific Skills & Attributes

- Excellent relationship and contract management skills
- Excellent written and verbal communication including presentation skills
- Ability to provide technical advice relating to roading engineering services
- Well-developed leadership skills with the ability to motivate staff and professional service providers from a varied professional base
- Excellent project management skills
- Ability to lead team of engineering consultants and contractors
- Problem solving and negotiation skills and experience
- Ability to manage operations on a day-to-day basis
- Financial management skills

#### Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence
- you to be on call, or attend some emergencies outside of core work hours

## ORGANISATION CHART



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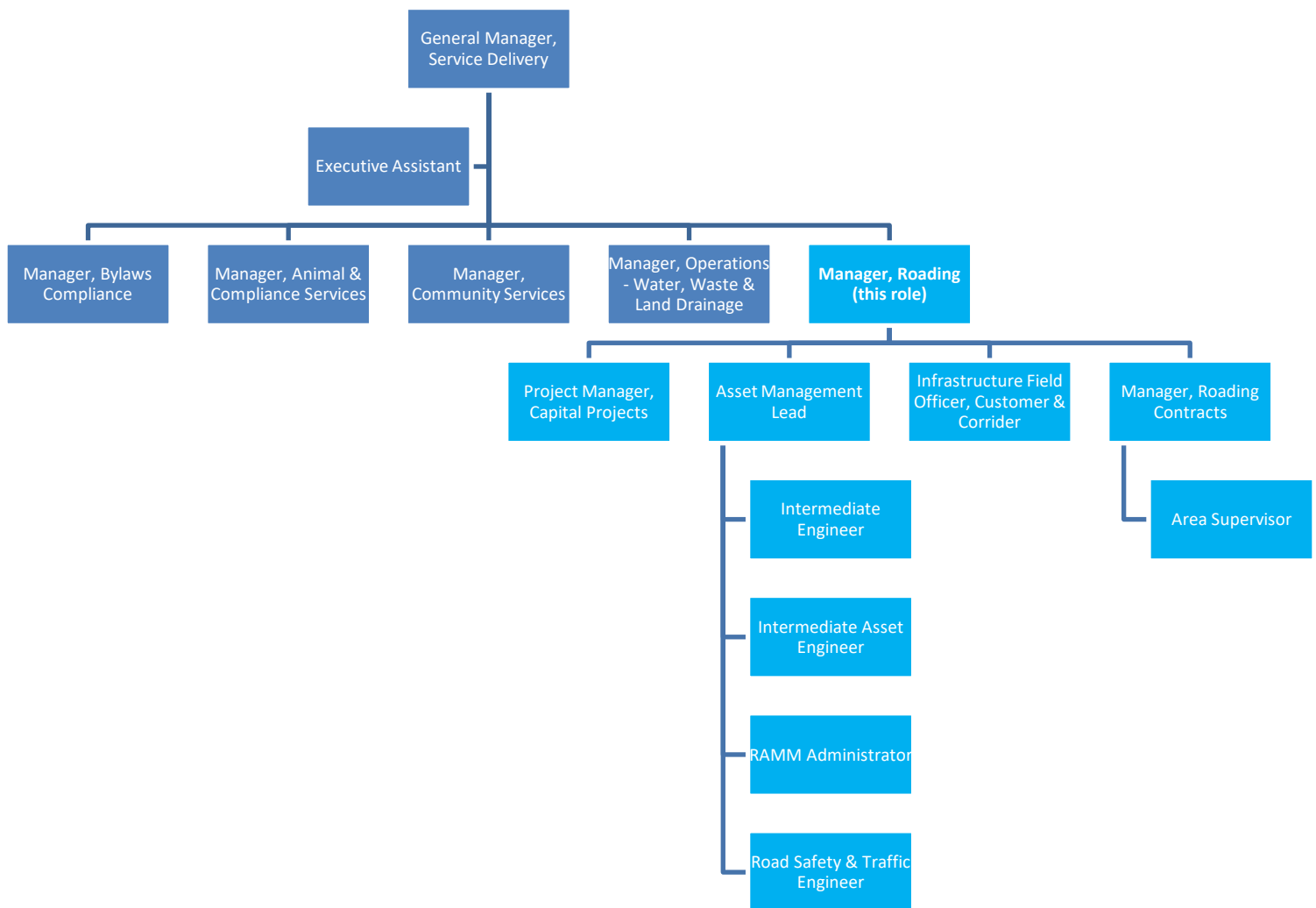


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