



## Position Description – Network Access Lead - Transportation

**This position reports to:** Transportation Delivery Manager **Career Level:** 17

**Position purpose:** As a senior member of the Transportation Team, the Network Access Lead will manage the Corridor Management Team in all activities and be responsible and accountable for managing the undertaking of works and activities within the district’s road corridor network. The main areas of responsibility will include;

- Minimising the inconvenience and disruption of any activity on the road-users and stakeholders within the Selwyn District.
- Adopt a journey planning approach and philosophy.
- Ensuring the integrity of the road assets are protected, in accordance with the National Code of Practice for Utility Operators Access to the Road Corridor and Selwyn District Councils’ Engineering Code of Practice, Bylaws and Policies.
- Managing Service Plans, Corridor Access Requests, Temporary Traffic Management Plans, Works Access Permits, Warranties and other activities requested by Contractors and other bodies wishing to undertake activities in the network corridor in an organised, structured and safe manner.
- Implement and manage the use of NZ Forward Works Viewer or alternative system.
- Manage the transition from Code of Practice for Temporary Traffic Management (CoPTTM) to New Zealand Guide to Temporary Traffic Management (NZGTTM) when and as required and maintain adherence to appropriate best practice.
- Effective leadership and management of the Road Corridor and Network Team, and its activities.
- Developing and presenting reports to various political forums, think-tanks, working parties and industry activity groups.
- The establishment of a reputation for a ‘Centre of Excellence’, delivering to levels of service expectations and being credible in presentation.
- Positively contribute to the effective management and development of the Infrastructure & Property Group.

### The key areas of responsibility include;

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| <b>Operational Oversight</b>         | <ul style="list-style-type: none"> <li>• Actively contribute to the effective and efficient operation of the Roothing Network by overseeing requests for access with a collaborative approach to coordinating and delivering works.</li> </ul>  |
| <b>Corridor Access Management</b>    | <ul style="list-style-type: none"> <li>• Lead the management of all Corridor Access Requests (CARs) and Works Access Permits (WAPs) in accordance with the with the applicable TTM guidelines within the ‘fence-to-fence’ Road Corridor and their warranty outputs</li> <li>• Lead the management of Entranceways and Vehicle Crossing Infrastructure.</li> <li>• Lead the protection of road network assets impacted by third-party work.</li> </ul> |
| <b>Traffic Management Planning</b>   | <ul style="list-style-type: none"> <li>• Lead the management of all Traffic Management Plans (TMPs) for activity on the roading network including Temporary Speed Limits (TSLs) to ensure compliance with the applicable TTM guidelines and/or the Health and Safety at Work Act 2015, as well as maintaining Network flows.</li> </ul>   |
| <b>Investigation and Enforcement</b> | <ul style="list-style-type: none"> <li>• Lead the Investigation of any issues raised in relation to Corridor and Network Management.</li> <li>• Lead enforcement, requiring an activity to be stopped and the worksite made safe immediately, where corrective action is required, or non-conformance is not achieved within the required time frame.</li> </ul>  |
| <b>Legal Compliance</b>              | <ul style="list-style-type: none"> <li>• Fulfill Council’s legal responsibilities under relevant legislation.</li> <li>• Respond to LGOIMA and OIA requests in a timely and presentable manner.</li> </ul>  |

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| <b>Service Request Management</b>      | <ul style="list-style-type: none"><li>• Lead the management of all Service Plan Requests and systems.</li><li>• Respond to customer requests and ensuring that Service Requests are actioned and completed in the designated timeframe.</li></ul>  |
| <b>Technical Expertise and Support</b> | <ul style="list-style-type: none"><li>• Provide technical advice and expertise for network management.</li><li>• Utilise opportunities to support the Transportation Asset Manager in Asset Management and Annual Plans Development.</li></ul>   |
| <b>Coordination and Communication</b>  | <ul style="list-style-type: none"><li>• Deliver regular coordination meetings to ensure all available forward works programs from Utility Operators, NZTA and Council are shared and available to view as an aide to programming of works.</li><li>• Manage stakeholder relationships to ensure the network travel disruption is minimized.</li><li>• Manage timely approvals of various permit requests which are received by the team and provide information and feedback to external agencies to ensure good decisions can be made.</li><li>• Ensure allocated customer queries are responded to fairly, engaging other internal teams for support where needed.</li></ul> |
| <b>Reporting and Review</b>            | <ul style="list-style-type: none"><li>• Prepare reports to the Council and its Committees or executive officers as required.</li><li>• Ensure weekly and monthly deliverables are presented to the Transportation Delivery Manager and Head of Operational Delivery for review at weekly meetings.</li></ul>   |
| <b>Financial Management</b>            | <ul style="list-style-type: none"><li>• Ensure all works that are chargeable are invoiced in a timely manner to ensure advertised costs are recovered.</li></ul>   |
| <b>Collaboration and Planning</b>      | <ul style="list-style-type: none"><li>• Identify opportunities for collaboration of works to reduce, and also maximize, any planned network disruption.</li><li>• Provide input to the Maintenance Operations and Renewals Contract Managers to advise on programming of construction works</li></ul>  |

**Direct reports:** 2

**Indirect reports:** Nil

## Deliverables

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|--------------------------------|---|
| <b>Strategy &amp; Planning</b> | <ul style="list-style-type: none"><li>• Drive the strategy of the of the Council to be aspirational and focused on high standards of service which reflect the demographics (as appropriate to role)</li><li>• Deliver an annual plan, budget and (where appropriate) capital budget on time and in alignment with strategy and overall business plans</li><li>• Contribute strategic and detailed information to the development of Council's LTP</li><li>• Provide functional input for each of the teams that report to this role into the strategies and plans of other functions</li><li>• Monitor the activities and plans of other business units for relevance and impact to own business unit – plan and act accordingly</li><li>• Achieve and maintain a high level of understanding of Selwyn District initiatives, developments, trends and issues</li><li>• Manage risk through careful planning and sound judgement</li><li>• Provide expert evidence-based advice and direction to governance and leadership on matters relating to designated area(s)</li></ul> |
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**Goal & Performance Achievement**

- Set performance objectives with all staff which are aligned with the strategy and goals of the organisation and team
- Review staff performance and development, providing regular feedback and coaching. Remedy performance discrepancies
- Recruit capable people who are a fit with the culture and values
- Ensure that staff are sufficiently trained and adequately resourced to complete their work
- Ensure a high level of achievement of plans and KPIs within business unit
- Manage and control operating expenses and take prompt action to remedy negative budget variances
- Develop and maintain a high level of digital literacy within the team
- Optimise the use of technology within service area
- Evaluate programmes in functional area, ensuring continuous improvement with the customer at the core
- Balance prudent expenditure whilst also ensuring fit for purpose activities and programmes

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**Culture**

- Develop a motivated, positive, empowered, psychologically safe, continuously developing team
- Achieve year on year improvements in staff engagement
- Role model and ensure full commitment to Council's safety culture
- Be seen by all direct reports as fair and honest with high standards
- Operate an effective two-way communication channel and feedback loop – keep people in the know, positively
- Be seen as a visible and positively influential leader throughout the organisation (as appropriate to role)

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**Reporting & Compliance**

- Prepare timely and informative monthly reports (and other reports as required)
- Maintain currency of knowledge with regard to relevant legislation, LG protocols, policies and procedures and ensure compliance by self and others
- Routinely capture data that informs future service planning and delivery by team/organisation
- Attend and be prepared for all management and council meetings

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**Relationships & Representation**

- Achieve productive and positive internal relationships across the organisation
- Represent the Council carefully and positively in the media (as required for role), in-line with media policy and training
- Engage proactively and constructively with Council, Councillors and community boards (as required for role)
- Provide an appropriate level of positive visibility in the community
- Represent the team/unit/group positively and proactively

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**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include:

- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.

- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

| Essential   | Desirable   |
|---|---|
| <ul style="list-style-type: none"> <li>• 5-10 years relevant industry experience or technical field support experience, preferably in a compliance/engineering environment.</li> <li>• Previous experience with Network management, access control, the CAR process and the use of RAMM.</li> <li>• Demonstratable understanding of National Code of Practice for Utility Operators' Access to Transport Corridors and its requirements</li> <li>• Experience managing technical and professional staff, supporting coaching and development.</li> <li>• Ability to make rational judgements from the available information and analysis; Produces workable solutions to a range of problems.</li> <li>• Strong negotiation skills from within working environments.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of asset data systems including RAMM.</li> <li>• Familiarity with Council procedures/protocols.</li> <li>• Familiarity with Local Authority, Government Agency or Council procedures/protocol.</li> <li>• Understanding of relevant legislation and standards, Health &amp; Safety obligations and associated workplace practices.</li> <li>• At least 5 years' experience working with some or all the relevant infrastructure asset areas including transportation, utilities, waste, open space or property assets in a local government environment.</li> <li>• Experience in Traffic Controller/Traffic Management Operative and Site Traffic Management Supervisor/Specialist, Temporary Traffic Management Planner</li> </ul> |

## Key relationships

| External  | Internal  | Committees/groups   |
|---|---|---|
| <p>Te Taumutu Rūnanga</p> <p>Te Ngāi Tūāhuriri Rūnanga Council customers</p> <p>Iwi</p> <p>Selwyn residents</p> <p>External contractors</p> <p>Territorial and Regional Authorities</p> <p>Greater Christchurch Partnership</p> <p>Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)</p> <p>Non-government agencies</p> <p>Unions – Public Service Association</p> | <p>Chief Executive</p> <p>Executive Leadership Team</p> <p>Council staff</p> <p>Mayor</p> <p>Elected Councillors</p> <p>Elected Community Board Members</p> | <p>Committees of Council</p> <p>Business organisations and networks</p> <p>Special interest groups and committees</p> |

## Leadership Competencies



**Eats problems for breakfast.** Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



**Does Change Well.** Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



**Builds Togetherness.** Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



**Rocks the messaging.** Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



**Tackles the tough stuff.** Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



**Delivers the goods.** Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



**Brings out the best.** Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



**Sets the tone.** Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

## Education, Qualifications, Memberships

### Essential

- Diploma in a Technical/Professional field.
- A current full unencumbered driver's licence.

### Desirable

- Degree in a Technical/Professional field.

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.