



Corridor Access Officer Position Description

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| Department/Group: | Transportation/ Infrastructure & Assets Group |
| Reports to: | Manager Transportation |
| Location: | Infrastructure Office, 179 St Hill Street, Whanganui |
| Post Number: | EMV 793 |
| PD Created / Modified: | February 2025 |

Whanganui District Council Vision

To be an energised, united, and thriving district offering abundant opportunities for everyone.

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Position Purpose

The **Corridor Access Officer** is entrusted with the critical responsibility of managing key systems associated with operations within the road reserve. This pivotal role encompasses the oversight and coordination of all activities impacting the road reserve, ensuring the safe and efficient management of infrastructure projects, utilities maintenance, and temporary traffic management. By fostering collaboration among stakeholders, including contractors, utility companies, and council departments, the Corridor Access Officer plays an essential role in maintaining the integrity and functionality of the road network. Additionally, the role provides expert advice on roading matters related to LIM reports and building consents, contributing to informed decision-making and regulatory compliance.

Key Result Areas

The position of **Corridor Access Officer** encompasses the following major functions or Key Result Areas:

| Key Result Area: | Key Responsibilities |
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| Corridor Access Request (CAR) Management | <ul style="list-style-type: none">• Receive and process CAR notifications from utility companies and others via Submitica ensuring adherence to processing timeframes of 5 days for minor works and 15 days for major works |

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| | <ul style="list-style-type: none"> • Ensure compliance with standards by conducting site inspections of works and CAR sites. Arrange for materials/compaction testing or seek external technical advice where appropriate. • Proactive Stakeholder Management by maintaining communication and liaising with relevant utility companies for the duration of each CAR. Take appropriate action to address non-compliance with procedures or standards by utility companies • Effective Coordination of CAR activities between utility companies and with other roading works through regular communication. This includes arranging quarterly meetings. |
| Direct and Control the Vehicle Crossings Permit System (VCP) | <ul style="list-style-type: none"> • Manage the Vehicle Crossing Permit System by receiving and processing all vehicle crossing enquiries and applications from external customers, including both new and existing vehicle crossings. Identify and manage situations that involve illegal vehicle crossings. • Assess non-standard vehicle crossings and as required arrange for necessary technical advice. • Ensure compliance with standards by conducting site inspections to observe compliance with relevant standards for vehicle crossing installations. • Maintain accurate records by ensuring all relevant paperwork related to the installation of the crossing is completed and uploaded to the property file. • Manage the approved vehicle crossing installers process by maintaining and updating the list of approved vehicle crossing installers and ensuring those approved are installing as per council policy/standards and meet obligations as an approved contractor. |
| Temporary Traffic Management Coordination | <ul style="list-style-type: none"> • Review and approve all Traffic Management Plans submitted through the CAR system. • Conduct regular audits of Traffic Management sites to ensure compliance with approved plans and relevant standards • Stakeholder Liaison and Coordination with contractors and utility operators regarding planned work and traffic management requirements. • Provide TTM Guidance and Support to other teams within the organisation on TTM requirements, best practices, and compliance with relevant roading standards. • Ensure timely and effective communication of road closure information to all relevant stakeholders. |
| Infrastructure Protection and Maintenance | <ul style="list-style-type: none"> • Identify and coordinate footpath repairs adjacent to CAR or vehicle crossing works • Conduct pre and post-construction inspections of building sites • Document existing infrastructure damage with photographic evidence |

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| | <ul style="list-style-type: none"> • Verify infrastructure restoration upon Code of Compliance Certificate issuance • Follow up with builders/homeowners regarding damage and enforce repairs • Coordinate timing of repairs to minimize public disruption and maximize cost-effectiveness |
| Technical Assessment and Compliance | <ul style="list-style-type: none"> • Review and assess vehicle crossings for LIM reports and building consents • Document compliance status in Land Information Memoranda reports • Verify vehicle movements comply with Ausroads or other relevant standards • Enforce crossing upgrades through building or vehicle crossing process • Provide technical input on development applications • Ensure all assessments are completed within required timeframes |
| Infrastructure and Assets Group contribution | <ul style="list-style-type: none"> • Actively participate in team meetings and contribute constructively to discussions and decision-making processes. • Share knowledge and expertise with team members to enhance collective understanding and improve team performance. • Effectively communicate and collaborate with internal and external stakeholders to achieve project objectives. • Actively participate in Health and Safety Committee meetings and contribute constructively to discussions and decision-making. All dealings with other team members are professional, respectful and culturally appropriate. • Provide advice and input with the civil engineer/ road safety engineer on future development applications |
| Customer Service | <ul style="list-style-type: none"> • Demonstrate a “customer first” culture within the team, group and in the wider organisation. • Act as a Customer Advocate in the team, group and in the wider organisation. • See customer feedback as an opportunity to improve service. • Develop partnerships within the organisation to meet customer needs. • Contribute to the development of customer focused policies and procedure. |
| Long-term & Annual Planning Process | <ul style="list-style-type: none"> • Support and participate in the Long-term & Annual Planning Process for the Council when required. • Contribute to the development of business cases that support effective decision making. |
| Emergency Management | <ul style="list-style-type: none"> • Support and participate in Emergency Management activities and training for Council when required. |
| Risk Management | <ul style="list-style-type: none"> • Comply with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance. |

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| | <ul style="list-style-type: none"> Risks associated with functions managed and policies being developed are accurately identified, evaluated and reduced. |
| Health & Safety | <ul style="list-style-type: none"> Comply with all safe work procedures, policies and instructions. Report all incidents, hazards/risks and injuries to supervisors in a timely manner. Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. Take personal responsibility for own safety without putting others at risk. Demonstrate commitment to Health & Safety for yourself, contractors and your work colleagues. |
| Professional Development and Training | <ul style="list-style-type: none"> Own training needs are identified through appraisal and training needs analysis. Agreed training programmed/development opportunities are taken up. Knowledge of both management and professional areas remains up to date. |
| Other | <ul style="list-style-type: none"> Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements. Ability to travel away overnight and to respond to emergency situations. |

Note:

The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process

Key Relationships:

| Internal | External |
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| <ul style="list-style-type: none"> Elected Members Infrastructure and Assets Group Executive Officer Team Regulatory and Building Compliance Teams Emergency Management team | <ul style="list-style-type: none"> Utility Operators Contractors Other Local and Authorities Developers Consultants Horizons Regional Council Whanganui Alliance group Whanganui Iwi Community User Groups and other Members of the Public and Property Owners |

Role Scope:

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| Direct Management of Staff: | Nil |
| Indirect Management of Staff: | Nil |
| Delegated Financial Authority: | In accordance with delegated authority guidelines |

Qualifications and Experience:

| Essential: | Desirable: |
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| <ul style="list-style-type: none">• Appropriate level of roading knowledge and/or a trade qualification.• Strong computer skills, especially in Microsoft Office suite of programmes (particularly Word and Excel)• Current full NZ driver's licence.• STMS AB NP or P qualification with experience in designing and implementing Traffic Management Plans or unit standards 31962, 31963. Possible TTMP course or TTMP qualification.• Roding construction and maintenance and/or a trade experience.• Experience in dealing with a diverse range of people.• Supervision and liaison with contractors.• Knowledge of the National Code of Practice for Utility Operators Access to Transport Corridors• Excellent verbal and written communication skills. | <ul style="list-style-type: none">• NZCE (Civil), Diploma in Highway Engineering or equivalent.• Experience in civil road works and maintenance contracting.• Project management experience.• Civil works contract supervision.• Traffic design experience.• Understanding of local government and New Zealand's road sector.• Thorough understanding of Trenching practises in the Transport Corridor.• Strong understanding of regulations and industry standards relating to TTM and CAR processes.• Knowledge of all associated acts related to local government and utilities for example Gas, telecommunications and Electrical. |

Variation:

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

General Manager: _____ Dated: _____