



POSITION DESCRIPTION

Position: Manager Land Transport	Group: Infrastructure
Job-holder:	Location: Taumarunui
Responsible to: Executive Manager Infrastructure	Date: October 2024
Responsible for: Providing high quality Land Transport asset management services and advice to aid decision making throughout Council, overseeing safe delivery of the Land Transport functions and acting as owner of the Land Transport network, while working alongside multiple stakeholders to improve and uphold the relevant bylaws, processes and documents for the government function.	

OUR DISTRICT:

We are proud of our reputation in the community and are working hard to bring to life the 10-year Long Term Plan (LTP). Council is on a journey to drive and support the development of safe, prosperous, rural communities that thrive and capitalise on our agriculture, business and tourism sectors, while sustaining our beautiful environment. We are doing this through promoting an environment which is sustainable, enhances the quality of life, and meets the needs of our present and future citizens and visitors to the Ruapehu District. We serve a population of 13,000 spread across 6,730 square kilometres, with an annual turnover of \$50 million and assets of \$500 million including one million visitors to our unique and beautiful environment.

The Ruapehu District offers an enviable lifestyle on offer with the Tongariro World Heritage Park and the Whanganui National Park, as well as having superior snow sports, Cycle trail, trekking, kayaking, hunting and fishing at our doorstep to support a healthy work life balance.

OUR LEADERSHIP PHILOSOPHY:

Our leadership is founded in valuing People, Teamwork, and Continuous Improvement through our day-to-day activities, behaviours and our interactions with staff, iwi, and key stakeholders in our community. We are respectful in our approach and lead by example. See Attachment 1 “Three Pillars of our work at RDC”

POSITION OVERVIEW:

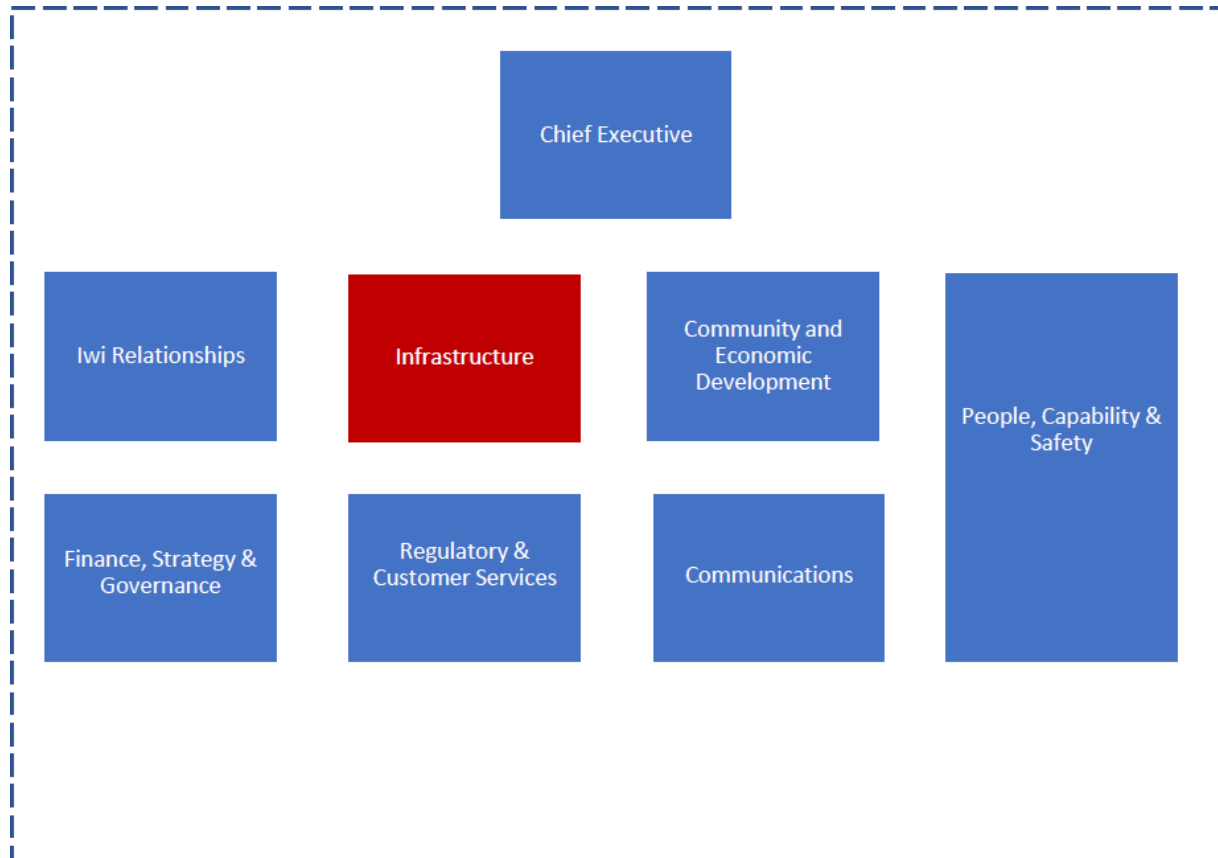
- Providing high quality Land Transport asset management services and advice to aid decision making throughout Council, while working alongside multiple stakeholders to obtain funding, improve and uphold the relevant bylaws, processes, and documents for the government function.
- Planning for the long-term management and maintenance of the Land Transport assets.
- Overseeing safe delivery of the Land Transport functions and to act as the owner of the Land Transport Network.

- Securing funding for the maintenance, renewal and development of the Land Transport network through the relevant agency.
- Providing advice to Council for Resource and building consent applications.

Financial & Non-Financial Delegations:

Number of direct reports: 1 Number of indirect reports: 0

Expenditure Authority Levels: Individual expenditure items within approved budgets



LEVEL OF AUTONOMY AND DEGREE OF DELEGATION:

The position works within clear, high-level KPIs and plays a key role in providing leadership, direction and coordination across a range of land transport services. The role is responsible for a variety of tasks that support the Executive Manager and the function to achieve its shared goals.

STAKEHOLDER ENGAGEMENT:

Internal: Chief Executive, Executive Manager Infrastructure, Executive Leadership Team members as appropriate, Managers and all other Council Staff.

External: Elected representatives, Consultants, Contractors, representatives of local iwi, community groups, NZ Transport Agency, Regional Council, ratepayers and members of the public.

THE ROLE:

As well as delivering outstanding coordination and strategic leadership across the functions the role heavily supports compliance to the council's statutory obligations, the relevant legislation and to achieving best practice in all tasks applicable to the position.

KEY ACCOUNTABILITIES – this table forms the basis for annual KPIs

- Positive, effective leadership and management of the team, people development, work flow, Health and Safety (H&S) and budgets.
- Land Transport Management and Leadership: To lead development of sustainable asset management for Council and to deliver high quality operational and long term transport network services to the community. Sound advice, regarding the Land Transport network, aids in decision making throughout Council.
- Statutory requirements are met and best practices are followed.
- Funding agencies' requirements are met and funding is secured for the Land Transport programme.
- Land use changes conform to the District Plan and applicable Roding standards.

Key Performance Areas	Key Accountabilities	Key Performance Indicators
RDC Values	Conduct all business activities in line with our RDC values.	Demonstrate our RDC values in all business activity and when working with both internal and external partners.
Infrastructure Asset Management	<p>Preparing and maintaining Asset Management Plans for all classes of Council's Land Transport assets by developing an overall programme and timetable to be reviewed by the Executive Manager Infrastructure for approval by the Chief Executive.</p> <p>Preparing and maintaining a capital expenditure programme for Council's Land Transport assets for inclusion in Council's Annual and Long Term Plans by agreed dates.</p>	<p>Asset Management Plans are prepared, regularly reviewed, updated and adhered to.</p> <p>Council's Land Transport networks are improved through careful asset management.</p> <p>NZ Transport Agency requirements are met and funding is secured for the Land Transport Programme.</p>

Key Performance Areas	Key Accountabilities	Key Performance Indicators
	<p>Planning, managing, and overseeing the Land Transport asset, including bridges, roads, rural stormwater, footpaths, kerb and channel, street lighting, main streets.</p> <p>Optimising the quality and purchase of Land Transport Infrastructure maintenance.</p> <p>Planning for the improvement of the standard of the Land Transport network throughout the District.</p> <p>Co-ordinating the recording of infrastructure information in databases such as RAMM.</p>	<p>Land Transport network operates efficiently and effectively.</p> <p>Council meets it's statutory, Health and Safety and financial obligations.</p> <p>Legislative requirements are met.</p> <p>A minor safety improvement programme is followed.</p> <p>Accurate and up to date information is available at all times.</p>
Contract Management	<p>Ensuring that sound procedures are developed and implemented for the preparation of contracts, tendering procedures and contract monitoring and administration so that all necessary legal requirements, including H&S and Council policies are met.</p> <p>Securing funding for the maintenance, renewal and development of the Land Transport Network through NZ Transport Agency.</p> <p>Managing professional services provided to the Land Transport Team.</p> <p>Preparing and monitoring maintenance or service agreement/contracts with providers of professional services.</p>	<p>Appropriate briefs are issued to the Land Transport Professional Services Consultant.</p> <p>Designs and budget requirements are reviewed prior to the authorisation of projects.</p> <p>Projects are monitored through the execution stages and the interests of the principal are protected.</p> <p>Service agreements or contracts are in place and they meet Council's needs and requirements.</p> <p>All contract supervision is carried out to ensure compliance with H&S legislation, contract specifications for both maintenance and capital contracts including any resource consent conditions.</p>
Tender Process	<p>Evaluating Land Transport tenders within the delegation framework.</p> <p>Preparing recommendation reports for the Tenders Group based on the non-price attributes for all tenders outside the delegated authority</p>	<p>All tenders within delegated responsibility are carried out in accordance with Council policy and procedures</p> <p>Recommendation reports are prepared for the Tenders Group within agreed timeframes.</p>

Key Performance Areas	Key Accountabilities	Key Performance Indicators
		Compliance with internal requirements is ensured.
Land Transport Advice	<p>Providing costing and project feasibility advice to the Management Team on Land Transport projects.</p> <p>Examining new projects and advising the Management Team on request regarding:</p> <ul style="list-style-type: none"> • Availability of resources. • Viability / minimum cost expectations. • Risk assessment. <p>Submitting reports and recommendations to the Chief Executive for continuous improvement in areas of operation.</p>	<p>The Management Team are aware of the implications, including cost, of any proposed project.</p> <p>Decision making regarding new projects is supported by accurate information.</p>
NZ Transport Agency Co-ordination	<p>Preparing budget submissions for NZ Transport Agency co-investment.</p> <p>Ensuring the preparation of Council's Transport and emergency works co-investment claims.</p>	<p>NZ Transport Agency submissions are prepared and agreed with the Council within timeframes.</p> <p>Claims are prepared within agreed timeframes.</p> <p>Claims are accurate and Council receives its maximum allowable entitlement.</p>
Resource and Building Consents	<p>Working in collaboration with internal stakeholders ensuring business processes are aligned to reflect robust review of all substantial resource and building consent applications.</p> <p>Participating in policy and procedure formulation for Council's resource and building consents.</p>	<p>A sustainably built environment is maintained for the District.</p> <p>Development in the District is not in conflict with Council infrastructure.</p> <p>An efficient and effective resource and building consent framework is in place.</p>
Risk Management	<p>Developing effective working relationships with other Council staff, Elected Members and key stakeholders in the Community.</p>	<p>Advice is accurate and timely.</p> <p>Processes, procedures and organisational IT controls and systems are adhered to.</p>

Key Performance Areas	Key Accountabilities	Key Performance Indicators
	<p>Keeping up to date with all legislative and other matters that may affect Council's general operating practices by regular reading of appropriate literature or attending seminars.</p> <p>Ensuring the Council is exposed to minimum risk in your area of expertise by ensuring familiarity with all appropriate legislation.</p> <p>Ensuring managers and team members are regularly made aware of changes in legislation that may or may not affect the council's general operating practices.</p> <p>Submitting reports and recommendations to Group Manager that demonstrates Council is meeting its statutory.</p>	<p>The Group networks frequently with peers and informs the council early of the implications of changing legislation.</p>
Long Term Plan, Annual Plan and Business Plans	<p>Managing the collection of data and preparation of Land Transport's section of Council's Long Term and Annual plans and Reports.</p> <p>Completion of the financial and non-financial aspect portions assigned of the Annual Plan process.</p> <p>Ensuring timely recording of as built data and subsequent revaluation of assets.</p>	<p>Accurate and up to date information is available.</p> <p>The Land Transport team complies with internal and statutory timetables.</p> <p>Plans and Reports are accurate, timely and readable to its audience.</p> <p>Strategic thinking and planning are translated into Group actions.</p> <p>Audit processes are met.</p>
Review and analyse monthly financial statements	<p>Reviewing income and expenditure and reporting to Council and Management monthly.</p>	<p>Over and under expenditure is ascertained.</p> <p>Reports are accurate and timely.</p>
Interpreting Policy and ensuring adherence	<p>Actively interpreting Council policy and ensuring adherence to same.</p>	<p>Council continues to meet its statutory and policy requirements.</p>
Staff management	<p>Provide effective leadership, guidance and support for staff to:</p> <ul style="list-style-type: none"> • Ensure clear goals, objectives and targets are set for staff 	<p>The management of staff is caring and achieves organisational performance standards.</p> <p>Ethical behavior is promoted and addressed.</p>

Key Performance Areas	Key Accountabilities	Key Performance Indicators
	<ul style="list-style-type: none"> • Ensure adequate guidance is provided in terms of Council's legal responsibilities, policies and delegations • Promote high standards for customer satisfaction and service improvements • Encourage innovation and initiative in staff by effective delegation • Ensure regular and timely reviews of staff performance with appropriate action • Ensure regular staff meetings are held that are effective 	<p>Staff are attested by other groups as team players and work cross-organisationally to achieve strong outcomes.</p> <p>Staff are well trained.</p> <p>Induction processes are followed.</p>
Health, safety and compliance	<p>The CEO, as the Officer, has overall responsibility for the effective management of workplace health and safety within Ruapehu District Council (the PCBU).</p> <p>However, safety is everyone's responsibility, and all workers should strive to meet and exceed the requirements of the Health and Safety at Work Act 2015.</p> <p>Take reasonable care of your own health and safety, with reasonable care that your actions or omissions do not affect the health and safety of other people.</p>	<p>Demonstrate reasonable care of personal health and safety and care of others.</p> <p>Ensure policies and procedures relating to health and safety at the workplace are always adhered to. Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p> <p>Report all hazards and risks in a timely manner in line with reporting procedures.</p>
Technology and systems	<p>Adhere to the use of council technologies and digital platforms inclusive of DWS and Microsoft programs.</p>	<p>Show a good working knowledge and use of our technology systems while ensuring related documents are accessible and up to date.</p>

ANY OTHER INFORMATION RELATED TO POSITION:

The council is responsible for Civil Defence emergencies, and it is understood all employees will be trained and may be called on to keep open essential services, to participate in emergency management training and to respond to adverse events and to assist in other duties as required.

PERSON SPECIFICATION

Professional & Technical Competencies

- Demonstrated successful experience in road network management in Local Government, Public Service or relevant experience in the private sector

Formal qualifications

- Tertiary qualification

Depth and breadth of experience needed

- A robust understanding of land transport networks and associated processes.
- Leadership skills
- Experienced user of RAMM
- New Zealand Transport Agency Requirements and procedures
- Infrastructure engineering and asset management planning with long term planning experience.
- High level of understanding of resource management and associated issues
- Excellent communication and interpersonal skills
- Familiar with government processes
- Ability to prioritise work and work with people at all levels
- Financial management
- Excellent organisational skills and problem solving
- Excellent keyboard skills and computer skills

POSITION-HOLDER:

NAME:

SIGNATURE:

DATE:

MANAGER:

SIGNATURE:

DATE:

Attachment 1

The Three Pillars of Our Work at RDC

People

- Our job is to serve the people of the Ruapehu District. Every customer and community member is to feel that they are listened to, treated respectfully, and we 'go the extra mile' to find solutions for them;
- We must be good and sincere communicators, and 'do what we say we will do when we say we'll do it';
- We must ensure that our customers, including other staff are, satisfied with our service;
- We must each individually commit to building a great workplace, where every staff member "starts each day with a sense of purpose and ends each day with a sense of accomplishment".

Teamwork

- We must trust each other's abilities and roles in the organisation;
- We must respect each other's different perspectives, cultures, life and work experiences – because these are strengths;
- We must accept our limitations and need of others – to work together for better results for our customers and community.

Continuous Improvement

- We must accept responsibility and accountability for our own work;
- We must challenge and try to improve everything we do to deliver quality results;
- We must not be afraid to lead change to deliver better services to our community;
- We must commit to consistently achieving more cost-effective and smarter ways to work;
- We must provide effective and efficient services and assets to our communities at all times.