

Roading Manager

Location	Thames
Reports to	Engineering Services Manager
Group	Infrastructure
Direct Reports	3 direct; Roding Engineers, East Waikato Road Safety Coordinator. Plus 2 part time Road Safety Facilitators
Financial Authority	\$250,000
Warrant required	Yes
Legislation & Bylaw	<i>Council Bylaws Local Government Act Land Transport Act Land Transport Management Land Transport Rule: Setting of Speed Limits Resource Management Act Land Transport Regulations Heavy Motor Vehicle Regulations</i>
Functional Stakeholder Relationships	<div> <i>Internal</i> Leadership Team, Engineering Services Manager and team, Roding team, Finance Team, Resource Consent and Regulatory staff, Project Delivery Team, Development Engineering Team, Communications Team, Customer Services Team, Civil Defence, Council staff. </div> <div> <i>External</i> Mayor & Elected Members, Community Boards, Customers, Government Agencies, Local Authorities, Regional Councils, Professional Service providers, Roding Contractors, Local Communities, Regional Transport Forums, Key Stakeholders </div>

Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Roading Manager** will be an experienced leader who is an astute communicator, adept at political acumen and a problem solver. They will demonstrate outstanding customer service and stakeholder relationship management, have an innovative mindset and the ability to drive and influence successful outcomes.

The **Roading Manager** plays a key role in ensuring that Council's strategic direction is supported through efficient and effective management of Council's transport assets and operational service delivery, to comply with statutory regulations and meet service demands and community needs.

Responsible for providing high quality leadership and management, the role will proactively work with key internal and external stakeholders, advocating for and influencing future developments by ensuring high quality management of transport activity and processes under the Local Government Act, Land Transport Management Act, Resource Management Act and related regulations, standards and guidance documents.

Your responsibilities

Accountable for	Successful when
Relationship Management	<p>Communication with all internal and external stakeholders is professional, collaborative, respectful and helpful.</p> <p>Political acumen and, financial, business and technical competence, in all decision making, is demonstrated.</p> <p>Effective working relationships with key internal and external stakeholders are developed and maintained.</p> <p>Internal relationships are effectively managed and maintained and where managers and staff seek advice and guidance it is received in a timely manner with successful outcomes.</p> <p>Internal training is coordinated, as required, to ensure staff are competent and confident in transport management/delivery.</p> <p>Contractors deliver cost-effective, high-quality contract performance that complies with agreed standards, health & safety requirements, quality plans and levels of service.</p> <p>Key stakeholders and customers receive high quality, professional and helpful responses to feedback or correspondence in a timely manner; including but not limited to:</p> <ul style="list-style-type: none">• Processes are embedded to enable proactive and positive customer interactions.• Appropriate and timely consultation and meetings with individuals, community groups and stakeholders.• Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.

	<p>Close working relationships are developed and maintained with Civil Defence and Emergency Management activities to ensure a coordinated response to emergency events.</p>
Strategy, Policy and Technical Leadership	<p>Council's Transport Activity Strategies, Plans and processes are proactively developed and managed, and supported with efficient and effective service delivery in accordance with legislation requirements and sector best practice; including but not limited to:</p> <ul style="list-style-type: none"> • Long Term Plan requirements. • Transport Activity Management Plans. • Transport programmes and initiatives under Council Strategic Plans. • Transport aspects of Emergency Management Plans and Procedures. • Provision of timely technical advice on industry changes and new issues. • Speed management planning in accordance with legislative requirements <p>Elected Members and Senior Leadership Team are able to incorporate impartial, accurate and comprehensive advice on relevant transport issues to support effective decision making, and are well informed of all risk information, including identified trends or forecasted concerns or issues, in a timely manner.</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in relevant decision making; including but not limited to:</p> <ul style="list-style-type: none"> • Input to Council, Regional and District forums related to transport strategic direction. • Accurate and timely reporting and planned remedial action, as appropriate. • Liaison with Council, Community boards and other stakeholders on operational matters, development of capital projects, and all associated work. <p>Technical advice received from consultants is robust, fit for purpose and meets established timeframes.</p> <p>Council's Client Representative role is fulfilled with the roading professional services contract, road maintenance contract, and projects for capital works, including accurate documentation, timely and concise performance reporting, compliance with Health & Safety requirements, and robust processes to enable positive relationships with transport service providers.</p> <p>Systems and processes are embedded to ensure the Engineering Services Manager, and/or Group Manager Infrastructure receive accurate and timely reports, policy advice and support, and transport risks and issues are identified in a timely manner with effective, sustainable solutions implemented.</p> <p>Internal, operational and contractual audits are completed regularly to meet compliance and quality standards, with any improvement actions proactively managed to advance delivery.</p>

	<p>Audit outcomes and non-conformance investigations are completed and addressed within priority timeframes.</p> <p>New innovations are identified for ongoing system improvement.</p> <p>Budgets are managed to agreed requirements.</p> <p>Technical advice on public transport services in the district is provided, and responsibility for that service is carried out accordingly.</p>
Service Delivery	<p>Acts as an enabler; cognizant of Council and Community Boards expectations, issues are addressed proactively and in an effective, efficient and fair manner.</p> <p>Roading Asset Management Plans are developed, maintained, implemented and updated in accordance with best practice and optimised value for Council.</p> <p>Key roading services infrastructural asset development and capital works programmes are monitored and reported on with regards to time, cost and quality.</p> <p>Relevant and concise reporting is in place against agreed key performance goals, out-of-line situations and planned remedial action.</p> <p>Council complies with all roading legislative and statutory requirements. All consent conditions are met or corrective or action plans, working towards compliance, are in place.</p> <p>Technical advice is provided and review of new developments and resource consents is undertaken within agreed timeframes.</p>
Contract Management	<p>Roading Professional Services and Operational and Maintenance contract performance is actively monitored, and contractors comply with the standards, quality plans and levels of service prescribed in contract documents and within resource consent conditions.</p> <p>Procurement and management of other contracts, that lie with the Roothing activity, are effective and efficient and within Council's process and policy.</p> <p>Internal audits, as well as operational and contractual audits, are undertaken as appropriate.</p> <p>Contractual issues are identified and addressed as appropriate.</p> <p>Emergency Procedures Manual, programme and capability are kept under review, and knowledge of current situation maintained during emergency events.</p>
Financial Management	<p>Roading capital and operational activity budgets are developed as required by Council.</p> <p>Budgets are managed to agreed requirements.</p>

	<p>Team budgets and financial information are clearly understood, documented and monitored to meet agreed requirements.</p> <p>Purchase Orders, Monthly Accruals and Invoices are processed in accordance with Council guidelines.</p> <p>Roading activity and financial performance reporting is undertaken regularly as agreed.</p>
Staff Leadership	<p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</p> <p>Internal training is coordinated, as required, to ensure staff are competent and confident in transport management/delivery.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team.</p> <p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p>
Organisational Support	<p>Technical advice is provided on organisation-wide project procurement when requested.</p> <p>Effective input into the review of Council's internal systems, business processes, bylaws and strategic plans</p> <p>Team Meetings are regularly attended ensuring knowledge and skills are shared, and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties are completed, as requested by the manager, to support the business unit.</p>

Health, Safety & Wellbeing	<p>Ensure regular health and safety audits and reporting are undertaken, by both the job holder and staff.</p> <p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p> <p>Support is provided, as required, to the Health & Safety Advisor to complete internal audits, assessments, and investigations</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Roading Manager* will need the following to succeed:

Education / Training	<p>Tertiary qualification in a relevant Civil Engineering discipline with a minimum of 5 years leadership experience in the delivery of highway / roading services. The qualifications may be a BE or an NZCE (Civil) with several years' experience.</p> <p>Site Traffic Management Specialist – Practising Category A/B.</p>
Experience	<p>Astute communicator, adept at political acumen and problem solving, with outstanding customer service and relationship building.</p> <p>Well-developed financial, business and technical competencies.</p> <p>Experience working and collaborating for or with external agencies e.g. Waka Kotahi NZTA/MfE/MBIE etc.</p> <p>Setting and managing opex and capex budgets and associated contracts.</p> <p>Proven experience in the development, procurement, and management of contracts for the delivery of service.</p> <p>Demonstrated experience in the strategic development, planning and management and delivery of transport activities, Local Authority roading experience, including design, construction and maintenance of roads, cycleways and footpaths, and management of professional services and physical works contracts.</p>

	<p>Demonstrated understanding and application of key Local Government Plans and Legislation, and associated processes, and NZTA Planning and Investment rules, programming, funding and reporting requirements.</p> <p>Demonstrated leadership and management experience of both employees and external suppliers.</p> <p>Demonstrated experience of embedding a continuous improvement culture in business processes.</p>
Knowledge, skills and attributes	<p>Understanding of Te Tiriti o Waitangi and Tikanga Māori</p> <p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills.</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council and Government transport outcomes.</p> <p>Strong decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date