

Principal Advisor



Job title	Principal Advisor
Directorate	Regional Transport Connections
Reports to	Director, Regional Transport Connections
Responsible for [# of staff]	Nil
Job purpose	Accountable to the Director for strategic internal engagement within Regional Transport Connections, and special projects that support business transformation and the work of the directorate and Waikato Regional Council.
Direct reports	Nil
Date	April 2026

Organisation Context

Directorate

Regional Transport Connections

The Regional Transport Connections directorate is responsible for delivering on the council's transport connections strategic priority and the council's functions under the Land Transport Management Act – because connected communities are stronger.

We will know we are successful when:

- people and communities are well connected to each other, essential services, and opportunities such as recreation, education, and employment
- people feel their communities are a valued part of the Waikato and take pride in the region
- new investment is attracted to the region through improved reputation and partnerships
- we are playing our part of a rapid transition to a low-carbon future

This means making sure that as a region, together with our transport partners, we are investing in the right things in the right places, including the \$110 million dollars we will spend on public transport services over the next six years - carrying people on more than four million journeys every year.

He taiao mauriora ▲ **Healthy environment**

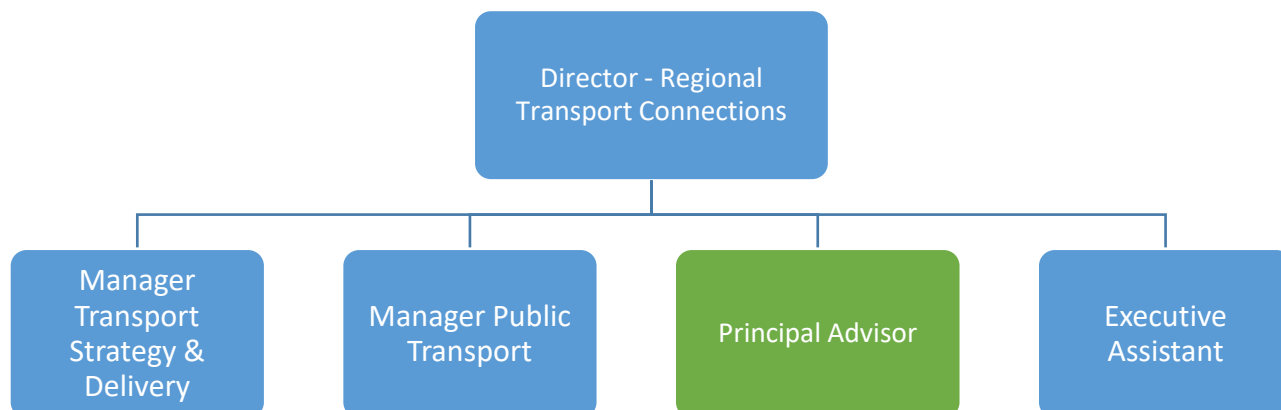
He hapori hihiri ▲ **Vibrant communities**

He ōhanga pakari ▲ **Strong economy**

Te Tiriti

Our purpose is *Working together for a Waikato region that has a healthy environment, strong economy and vibrant communities*. We do this in partnership with tangata whenua in our region, and all roles at Waikato Regional Council have a contribution to make to how we uphold our Te Tiriti o Waitangi responsibilities.

Org Chart



Key Result Areas

Job holder is responsible for	Job holder is successful when
Own area of work	
<ul style="list-style-type: none"> Actively support the Director in operating effectively at a senior governance and political level. Provide strategic advice and support to the Director and senior leadership team on transport and public transport issues as well as business transformation and organisational change initiatives Lead strategic internal engagement that ensures Regional Transport Connections is aware of and responding effectively to operational needs. Work with relevant staff and stakeholders to plan and develop projects as required by the Director to support the strategic focus of the Directorate. 	<ul style="list-style-type: none"> Support and advice on business transformation initiatives is valued and applied. Project Management Framework is applied for the development of all projects. Reporting on performance measures is clear, accurate and well synthesised to an appropriate level. Plans, forecasts, reports, and budgets are timely, well-reasoned and accurate. Key deliverables are met. Comprehensive and robust advice given. Projects are completed on time and in budget, with risks identified and mitigated. Cross-directorate communication and collaboration results in effective outcomes for WRC.

<ul style="list-style-type: none"> • Positively represent WRC through timely provision of advice on public transport issues • Ensure public transport planning takes a system thinking approach that drives integrated approach to land and transport planning. • Provide high level strategic thinking across a range of public transport planning and delivery under the Land Transport Management Act, Local Government Act and current Government Policy Statement. • Provide strategic advisory support to the Director as related to planning, processes, Performance Measurement, and other areas of expertise. • Contributing to planning processes, budget preparation, forecasting and reporting and supporting implementation of Directorate work plans and priorities. • Performing data analysis, data modelling, and presentation using Power BI. 	<ul style="list-style-type: none"> • Trusted, high-quality public transport advice is consistently provided within agreed timeframes, strengthening WRC's reputation with stakeholders and decision-makers. • Public transport planning decisions demonstrably reflect an integrated, system-wide approach that aligns land use, network planning, and regional growth outcomes. • Strategic advice effectively guides public transport planning and investment in alignment with the LTMA, LGA, and Government Policy Statement, influencing long-term regional outcomes. • Organisational impacts associated with the implementation of projects are reduced through effective change management processes.
Corporate citizenship	
<ul style="list-style-type: none"> • Ensure compliance with all legal and statutory requirements and WRC policies. • Actively demonstrating excellent customer service in support of Council's customer engagement strategy and customer promise. • Undertake civil defence training and assist the CDEM department fulfil their objectives. • Ensure appropriate risk management. 	<ul style="list-style-type: none"> • No significant noncompliance events; audits indicate a high level of knowledge of Council policies. • Council's customer centric organisational culture is understood and supported. • Customer service (internal / external) is respectful, professional, helpful, accessible, transparent and consistent. • Timely and accurate communication is provided to all customers. • Civil defence training is completed and assistance provided as necessary. • Risks are identified and mitigation plans are in place.
Health and safety	
<ul style="list-style-type: none"> • Contributing to and participating in a positive health and safety culture. 	<ul style="list-style-type: none"> • All work environments are safe; work is undertaken safely and effectively. • H & S policies / procedures followed. • Personal protective equipment worn as necessary. • Hazards are reported and recorded; active participation in the hazard management review process.

	<ul style="list-style-type: none"> • Work related incidents / near miss events reported and recorded promptly. • Actively participate in and co-operate with H&S activities and investigations.
Te Tiriti o Waitangi and partnerships with tangata whenua	
<ul style="list-style-type: none"> • Contribute to the council’s Te Tiriti o Waitangi legislative responsibilities, including upholding Treaty settlements in the Waikato region. • Appropriate to the role, identify opportunities for partnership with tangata whenua, and act to enable this partnership. • Understand and apply te ao Māori values and concepts, and tangata whenua priorities and aspirations to work. • Undertake regular learning and development for the role set out in the cultural competency framework. 	<ul style="list-style-type: none"> • Work has a targeted consideration of Te Tiriti o Waitangi and settlement commitments in the Waikato as part of planning and delivery. • Tangata whenua aspirations and priorities are applied to work. • Advice and operational delivery is informed by te ao Māori and includes a clear focus on Māori outcomes. • Role specific relevant cultural competencies are identified and learning development opportunities are proactively sort to attain these.
<ul style="list-style-type: none"> • The job holder may also be required to perform any other reasonable tasks as required to support the team and achieve organisational goals. 	

Accountabilities and Delegations

Financial and statutory delegations will be exercised appropriately and within the defined parameters in the [Delegations Manual](#).

Operational delegation	F
Capital delegation:	B
Statutory delegations:	Nil
Management delegations:	Nil

Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:

- Strengthening internal and external relationships through advising, facilitating, and negotiating and collaborating where the issues may be complex and unclear.
- Can demonstrate ability to provide support and advice on the identification and implementation of business transformation initiatives.
- Driven to see projects and tasks through to completion (to scope, time, budgets, and quality).
- Excellent communication skills – written and verbal.

- Strategic and tactical thinking skills, able to discern problems during strategic plan development.
- Political awareness and skill in dealing with and resolving sensitive and confidential issues (including bi-cultural sensitivity).
- Proven success at building relationships and resolving issues with internal and external stakeholders.
- Broad general management skills including business acumen and positive business achievements and financial management.
- Proven ability to influence / persuade and guide.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies. Examples are given below.

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> Relevant tertiary qualification in transport, policy, business management and/or related field. Full NZ drivers licence. 	<ul style="list-style-type: none"> Related post graduate qualification. Project management professional credential.

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> A strong self-starter who can understand complex issues at a systems-level and identify integrated opportunities across both land-use and transport. Experience in building relationships and partnerships to achieve shared outcomes Demonstrated experience in business planning, performance measurement and project management. Demonstrate applied experience in performance measurement and reporting, including data analysis, modelling, and presentation. Excellent interpersonal and communication skills. Strong skills in data processing. Understanding of Te Tiriti o Waitangi, partnership with tangata whenua, and the application of te ao Māori in a local government context. High level of computer skills including the Microsoft suite. 	<ul style="list-style-type: none"> Previous experience in local government. An understanding of the New Zealand transport legislative, policy and funding environment. Success at a senior role in a multidisciplinary organisation with demonstrable achievements. Knowledge of the Local Government Act. Proven project management experience in planning or policy development.

Work Function/Activity

Work Function
Mainly Sedentary Frequent sitting at desk or in meetings.
Repetitive Use Ongoing or frequent episodes of repetitive tasks, such as hand and finger movements when typing, using a computer mouse, or writing.
Mental activities Include a high level of cognitive functioning with communication, interpersonal, administration, interviewing, assessment, information gathering, evaluation, negotiation, planning, report writing, organisational problem solving and decision-making capabilities.

Competencies

Core Competencies
Collaborates - Te mahi tahi Building partnerships and working collaboratively with others to meet shared objectives. Te mahi tahi kia tutuki ai ngā whāinga
Customer focus - Te tirohanga kiritaki Building strong customer relationships and delivering customer-centric solutions. Te whakakaha i ngā hononga ki ngā kiritaki me te whakaea i ngā hiahia kiritaki.
Drives Results - Te ū tonu kia eke rā anō Consistently achieving results, even under tough circumstances. <i>Te ū tonu, ahakoa te taumahatanga o ngā mahi.</i>

Communicates effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Decision quality

Making good and timely decisions that keep the organisation moving forward.

Te Tiriti o Waitangi led

Increasing understanding of Te Tiriti o Waitangi and assessing opportunities to enable partnership with tangata whenua across WRC.

Key Relationships

External

- Iwi
- Local Government agencies
- Central Government agencies
- Peers in other local authorities and organisations

Internal

- Councillors
- Chief Executive
- Executive Leadership Team
- Directorate Senior Leadership Team
- Managers and staff

Change to role description

From time to time it may be necessary to consider changes in the role description in response to the changing nature of our work environment– including technological requirements or statutory changes. This role description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required. No significant changes to this role description will be made without consultation.