

<b>POSITION TITLE:</b>	Transport Manager		
<b>GROUP:</b>	Policy & Regulation	<b>SECTION:</b>	Transport
<b>REPORTS TO:</b>	Group Manager Policy & Regulation		
<b>RESPONSIBLE FOR:</b>	Transport Strategy & Policy Analyst, Roadsafe Coordinator, Sustainable Transport Advisor, Transport Administrator		
<b>FAMILY:</b>	OM3	<b>GRADE:</b>	20
<b>DATE REVIEWED:</b>	April 2023		

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

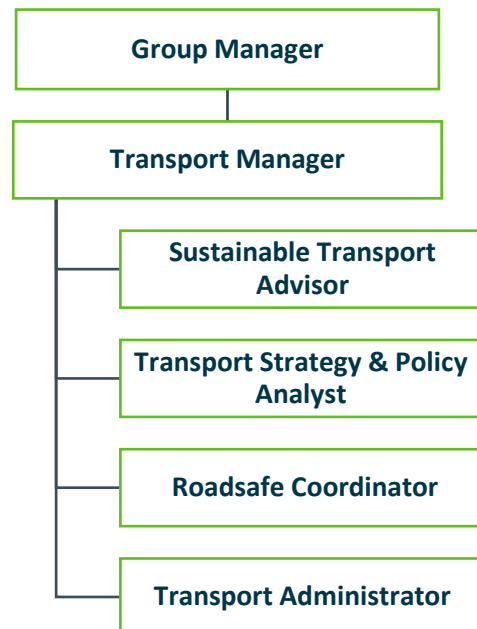
The Transport Manager will lead the HBRC Transport team taking an integrated and strategic approach to addressing the current and anticipated transport issues facing the region, supporting integrated transport for growth, land use and future development of the Hawke's Bay region. The role will be responsible for the development and delivery of the Region's Transport Plan, addressing the priorities for future investment, and ensuring the challenges and complexities of delivering public transport, the total mobility scheme, and road safety at a regional level are integrated in the transport solutions of the Plan. This role will work closely with the Road Controlling Authorities (RCAs), and Waka Kotahi as a funding partner, to ensure that the activities of the plan are delivered to budget and stay focussed on the Transport Outcomes. The role will positively lead the transport team, offer support, coaching and other professional development opportunities for them to ensure their work effort meets the requirements of good customer service and efficient and effective service delivery

## GROUP AND TEAM GOALS:

The Transport team provides the following role and functions as part of the Policy & Regulation Group:

- To manage Hawke's Bay Regional Council's (HBRC) responsibilities as set out in the Land Transport Management Act, the Local Government Act or subsequent acts.
- To produce, implement and monitor the Regional Land Transport Plan (formerly the Regional Land Transport Strategy and the Regional Land Transport Programme) and the Regional Public Transport Plan for Hawke's Bay.
- To co-ordinate, report to and administer the Regional Transport Committee and RoadSafe Governance Group.
- To manage the contract for the provision of public transport services; the delivery of RoadSafe and Total Mobility functions for HBRC.
- Determine future strategies and planning for the provision of public transport to meet the needs of the Hawke's Bay community.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITIES

- Ensure that Council's responsibilities under the Land Transport Management Act and Local Government Act are managed effectively and efficiently.
- Ensure that the Regional Land Transport Plan and Regional Public Transport Plan are closely monitored and implemented effectively.
- Ensure that the contract for the provision of public transport services is managed effectively and efficiently.
- Proactively drive the development of future strategies and planning for the provision of public transport both now and into the future for Hawke's Bay region.
- Ensure that strong, collaborative relationships are developed and maintained with key internal and external stakeholders.
- Attend relevant HBRC meetings, including the Regional Transport Committee, Technical Advisory Group, and Transport Special Interest Group, and where appropriate produce relevant reports of a high standard.
- Ensure accurate annual budgeting for HBRC is achieved, including securing New Zealand Transport Agency subsidy or grant funding.
- Oversee the provision of an effective RoadSafe programme.
- Oversee the effective delivery of the Total Mobility scheme.

- Manage, lead and guide the Transport team, ensuring team objectives are met, clear direction, and adequate resourcing is provided.
- Actively engage with, and lead Council's performance management system for the Transport team ensuring key check ins are met, learning and development needs are discussed, and appropriate development planning is undertaken.
- Maintain staffing resource by recruitment, selecting, onboarding and training new employees as and when required.
- Lead a culture of continuous development and improvement for Transport in the Hawke's Bay
- Role model a positive approach to change by responding to changes in job demands, adapting new strategies and creating a commitment to change in others.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Group Managers
- Executive Team
- Elected members
- Team members

### External

- Consultants and contracts
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.

- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- 10+ years of experience in a similar role/relevant industry
- An understanding of the relevant Transport Acts and amendments and demonstrated experience in integrated transport
- Proven leadership capabilities
- Experience working in a political environment.
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Proven project planning and implementation skills.
- Demonstrated ability to prepare and work within budgets
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge

**Personal Attributes**

- Excellent relationship and networking skills.
- Ability to think laterally and develop innovative solutions.
- Sound judgement and initiative
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- Ability to lead staff and develop a positive team culture
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**Awareness**

Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name