GISBORNE
DISTRICT COUNCIL

Job Description

Position Title: **Senior Transport Planner**
Reports to: Strategic Planning Manager (or designated Team Leader)
Hub: Strategy and Science
Section: **Strategic Planning**

Community Outcomes

Council is committed to achieving the three key outcomes identified by our local community:

- Tairāwhiti Tangata - Our people
- Tairāwhiti Taonga - Our environment, culture and economy
- Tairāwhiti Wawata - Our aspirations realised through the democratic process.

Our Vision

Our Values

People are at the ***Heart*** of ***Everything*** we do

we are ***Kind, Honest*** and ***Helpful***

we do ***What we say*** we're going ***To do***

we ***Work Together*** to achieve ***Better Outcomes***

we are ***Guardians*** of our community's ***Future***

Strategic Objectives

Manaaki Tangata
People first

simple end to end user-friendly processes

–

being a kind, helpful, creative, people centered organisation

–

doing the right things in the right way

Financially smart and strong
Kia auaha te ahumoni

make sensible long term decisions on investments and borrowing

–

always seek the best value for community money

Kaitiakitanga of Tairāwhiti
Guardianship of Tairāwhiti

clear about environmental expectations

–

education and dialogue to achieve compliance, and be fair and transparent about enforcement

–

working in partnership with our community

A high performing culture
Kia ahurea te kokiri

putting safety and wellbeing at the forefront of all decision making

–

be innovative and creative in the use of Council resources

–

actively look for and find better ways of working and thinking

Hub Chart

Purpose of the Position

Role of Strategy and Science

The role of the Strategy and Science Hub is to support the Mayor, Councillors, Chief Executive and Central Organising Roopu in achieving the high-level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district.

This is achieved through the delivery of a community planning and resource management planning functions, as well as supporting integrated policy and cross-portfolio strategy development across the organisation. This Hub provides specialist skills in strategy and policy, science, environmental monitoring, multifunction project management and/or economic development.

Strategy and Science's contribution is our programme management of key planning and strategy documents, and scientific evidence that contributes to producing and supporting this work.

Role of Strategic Planning Team

The statements in Council's vision, community outcomes and strategic priorities are intended to be aspirational statements about the general direction of the range of activities that Council is involved in.

It is the role of the Strategic Planning team to give meaning to the priorities and strategic framework. We use tools such as strategies, plans, bylaws and projects to provide the link between our aspirational statements, our direction, and our operations (what we need to do on the ground).

Role of Senior Transport Planner

The principal purpose of this role is to support the development of an integrated and strategic transport network for the region, to facilitate the safe and efficient movement of people, and to enable regional growth.

The Senior Transport Planner will work across a range of strategy and policy areas and plays an important part in liaising with the community and other partners to deliver on strategy and policy initiatives. A primary focus of this role will be on the development and implementation of the Regional Land Transport Plan. However, the Senior Transport Planner will also be required to assist in other policy areas as directed by the Strategic Planning Manager. This includes the provision of quality policy advice to Council on a range of matters to give effect to Council's vision, community outcomes and strategic priorities in a way that is consistent with relevant legislation.

This position also provides specialist advice to ensure the Council meets its statutory requirements under the Land Transport Management Act.

Primary Functions

1. **Health, Safety and Wellbeing**
   - Take responsibility for your own health and safety;
   - Model a culture of safety and wellbeing for others;
   - Ensure own actions keep self and others safe;
   - Identify, report and assist to eliminate hazards in work place;
   - Participate in training and development related to HS&W as required;

- Ensure rest breaks are taken and annual leave entitlements utilised;
- Ensure compliance under health and safety legislation.

2. Transport Planning, Implementation and Review

- Take a leading role in regional land transport planning in the region, including tasks such as:
  - Plan and coordinate the development of the three-yearly Regional Land Transport Plan (RLTP);
  - Provide input into other planning and policy process, such as Infrastructure Strategy;
  - Preparation of the Regional Public Transport Plan (RPTP);
  - Reporting on RLTP progress and monitoring.
- Coordination related to the Regional Tranport Committee (RTC). For example, monitoring, policy/central government updates, community advisor appointment process;
- Provide professional advice, support, education and information to internal staff and external stakeholders on Council's transport policy;
- Follow current developments in transport planning and advocate to central government on transport-related issues affecting Tairāwhiti.

3. Project management

- Deliver specific programmes or services to implement Council's strategy and policy work programme;
- As a project leader, provide leadership and direction to the project. Ensure contributors know what they are required to do and by when;
- As a project leader, prepare and oversee relevant project budgets;
- Monitor external contracts, ensuring satisfactory performance.

4. General planning

- Provide advice on the development and review of Council strategies and policies to achieve its strategic direction, ensuring all advice meets statutory requirements;
- Assist with monitoring and reviewing strategies and policies;
- Research and integrate key local/national/international trends and issues into the planning process;
- Provision of specialist advice and reports; Develop, apply and maintain models and techniques for analysis;
- Activities related to plans such as submissions.

5. Relationship Management

- Lead or assist with (as directed) the brokering of key relationships, partnerships with communities, agencies, and other key external parties;
- Ensure integration and collaboration are part of Council's approach to delivering its work programme and working with others in planning and delivering Council activities
- Work collaboratively with Council staff and the community in planning and delivering Council activities;
- Provide information/advice to internal and external customers in a timely effective manner;
- Establish and maintain relationships with interested parties, key stakeholders and joint venture partners in the area of transport and in relation to wider transport issues;
- Identify and implement customer focused opportunities and improvements to increase the quality and accessibility of all forms of transport infrastructure and services in the region.

6. Team Work/Corporate Responsibility

- Actively participate in team wide initiatives;
- Contribute to department and organisational planning;

- Enter and track KPIs in Councils Piri-formance system;
- Engage in Councils Annual Review cycle, utilising the opportunity to identify successes and development opportunities;
- Provide constructive feedback to team mates and your Manager;
- Demonstrate commitment to learning and further developing knowledge, identify any training needs with your Manager.

7. **Promoting a culture of diversity and inclusion, respect and understanding:**

- Build awareness and understanding of Tangata Whenua/Māori in our region;
- Contribute positively to opportunities to interact and develop relationships with Māori;
- Undertake training to build an understanding of tikanga and Te Ao Māori, to ensure their respectful practice in a business context;
- Ensure that the principles of the Treaty of Waitangi are upheld and underpin all strategy, planning and decision making processes;
- Ensure the inclusion of te ao Māori and Maori responsiveness in your work;
- Contribute to providing an environment where people of all ethnicity, religion, gender, gender identity, sexual orientation, genetics, disability, age etc. are able to be themselves at work, by taking steps to understand, include and accommodate the diverse needs and beliefs of our people;
- Develop an understanding of own unconscious bias, and potential mitigation steps, to reduce influence in your work and ensure fair treatment of others;
- Hold yourself and others accountable for actions or words that demean or discriminate against the rights, beliefs and backgrounds of others.

Competencies

Academic / Professional

Essential:

- Tertiary qualification in strategy and policy development, engineering, human geography or another related discipline.

Desirable:

- Post-graduate qualification in strategy and policy development, engineering, or a related discipline.

Skills / Knowledge

Essential:

- Detailed knowledge of the Land Transport Management Act 2003;
- Sound understanding of other statutory requirements and processes related to transport planning, particularly the Resource Management Act 1991 and the Local Government Act;
- Knowledge of/experience in land transport funding processes and procurement processes;
- Working understanding of local authority decision-making processes and the governance management interface;
- A creative and innovative approach to problem solving;
- Strong written communication skills and an ability to communicate complex written information to a range of audiences;
- The ability to persuade, facilitate and influence the resolution of issues;

- Knowledge of best practice strategy and policy development techniques and well-developed research and analysis skills;
- Firm understanding of Te Tiriti o Waitangi (Treaty of Waitangi) as it relates to policy development;
- Demonstrated time and priority management skills;
- Proficiency in using MS Office tools.

Desirable:

- Practical understanding of tikanga Māori;
- Particular skill and/or experience in relevant local government disciplines;
- Knowledge of and experience in using Geographic Information Systems (GIS).

Work Experience

- A minimum of 6 years' experience in the planning of transport or related functions.

Expected Behaviours

- Uphold Council's vision, values and strategic objectives
- Act in accordance with Council's Tikanga, commitments, policies, procedures and guidelines
- Act with integrity and respect and treat others the same
- Be open minded, listen, seek to understand and take ownership of our work
- Represent Council and its activities in a positive manner

Additional Responsibilities

The job holder must participate in emergency management training initiatives upon request and assist with any civil defence emergencies as required.
Work will be on sites where exposure to hazards will be unavoidable. Safety procedures must be adhered to, protection being on the hierarchy safety principle of eliminate and minimise.

Relationships

External:

- Government agencies and departments;
- Tāngata whenua – iwi and hapū;
- Industry, commercial groups and landowners;
- Interest groups and non-government/community organisations;
- Members of the public;

- Consultants;
- Technical or legal professionals;
- Other local authorities;
- Regional Transport Committee community advisors.

Internal:

- Strategic Planning Manager;
- Strategic Planning Team;
- Chief of Strategy and Science;
- Director Lifelines;
- Journeys Team;
- Other Council teams;
- Mayor and Councillors.

Approval / Sign-off

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Dated

Position Holder: .....
Name

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Signature Dated