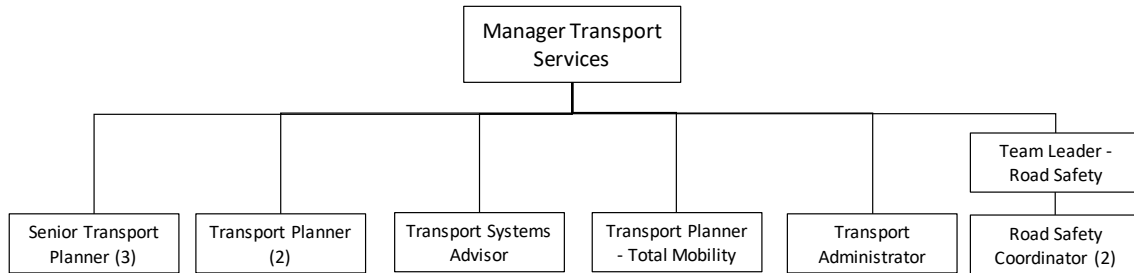


JOB DESCRIPTION

Job Title: Team Leader Road Safety
Work Unit: Transport; Regional Services & Information
Responsible to: Manager Transport Services
Responsible for: The Road Safety team
Position purpose: Lead the delivery of the road safety programme across the Horizons region. Provide team leadership and management for the Horizons road safety team. Prepare and deliver a programme of road safety education activities across the Horizons region, in partnership with other stakeholders and the local community. Support the Transport Team with delivery of Public Transport services and Transport Planning responsibilities.

Salary: \$101,025 (85%) – \$118,853 (100%) (indicative)
Date: May 2024

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

| EXTERNAL | INTERNAL |
|---|--|
| <ul style="list-style-type: none"> ▪ Police ▪ NZ Transport Agency Waka Kotahi ▪ ACC ▪ District Health Boards ▪ Iwi ▪ General public and community action/interest groups. ▪ Transport operators ▪ Schools and tertiary education providers ▪ Consultants ▪ Road controlling authorities ▪ Central Government Agencies ▪ Advertising, reporting and other media representatives ▪ Graphic designers | <ul style="list-style-type: none"> ▪ Transport team staff ▪ Finance team ▪ Communications staff. ▪ Customer service staff ▪ Other Horizons staff ▪ Elected members |

KEY RESULT AREAS

| JOBHOLDER IS ACCOUNTABLE FOR | JOBHOLDER IS SUCCESSFUL WHEN |
|---|--|
| Team development, support and leadership | |
| <ul style="list-style-type: none"> ▪ Leading delivery of the Road Safety work programmes which meet council directed timeframes and standards. ▪ Provide effective and competent leadership, advice and guidance to the Road Safety team. ▪ Supervise and manage the work flow and work load of the Road Safety team and ensure the team is working towards clear objectives and staff are effectively utilised. ▪ Support the Road Safety team in being collaborative and innovative to deliver on projects and work programmes. ▪ Work with Road Safety team members in establishing professional development plans and achieving their professional development goals. Support team members performance through regular performance conversations and check ins against their KRAs. ▪ Carry out the performance planning and assessment process, providing employee recognition and feedback in alignment with our annual performance review cycle and policy ▪ Provide regular feedback to the Transport Manager on team performance and project progress. ▪ Assist in any recruitment within the Transport team. ▪ Undertake the Transport Manager’s duties as and when required. | <ul style="list-style-type: none"> ▪ Council’s Road Safety programme commitments are delivered. ▪ The Transport Manager is effectively supported in delivering the operational and leadership aspects of the road safety team. ▪ Team members feel well supported with direction, advice and guidance. ▪ Work programmes are developed and regularly reviewed to manage workloads. ▪ Team members have up to date knowledge in relation to policy and legislative requirements. ▪ All permanent staff have professional development plans in place that identify training and development opportunities and career progression. ▪ Interim and final Key Result Area assessments are carried out for all permanent staff and recorded. ▪ Effective interim cover of managers’ duties is provided. |

Road Safety Reporting & Strategies

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Lead the delivery of Road Safety Action Plans (RSAP), alongside other Road Safety Coordinators where appropriate, across the region in partnership with City and District Councils, Police, NZ Transport Agency Waka Kotahi, ACC, District Health Boards and other road safety stakeholders. ▪ Prepare reports, provide/present recommendations for the Regional Transport Committee and enact the decisions of these committees. ▪ Lead the development of a regional road safety strategy. | <ul style="list-style-type: none"> ▪ Road Safety Action Plans clearly identify current road safety issues and outline how these will be effectively addressed. ▪ Plans, including the regional road safety strategy, are consistent with the objectives of relevant road safety strategies and addresses high priority issues. ▪ The Regional Transport Committee is provided with the information needed to make effective decisions on regional road safety activities and issues. |
|--|---|

Community Road Safety Programme

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Manage Horizons contracts with community programme providers. ▪ Encourage and support community groups to plan and implement road safety projects as part of the Horizons road safety programme. ▪ Alongside the Road Safety Coordinators, provide community groups with support and resources to deliver projects. | <ul style="list-style-type: none"> ▪ Community groups are aware of the community road safety fund. ▪ External contracts are supervised effectively and achieve their objectives. ▪ Issues with contract delivery are dealt with promptly and revised objectives are agreed if necessary. ▪ Effective working relationships are established and maintained with key individuals and groups. |
|---|--|

Project Planning, Implementation & Evaluation

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Plan road safety projects in accordance with local RSAPs and other relevant strategy documents. ▪ Deliver a coordinated approach to addressing common road safety issues across the region. Lead the development of education activities to address the identified road safety issues. ▪ Actively seek public opportunities (displays, meetings, presentations, training sessions, school expos, interactive demonstrations etc) to convey road safety messages. ▪ Prepare press releases and appropriate advertising material to communicate project messages. ▪ Conduct workshops, meetings, presentations and publicity events as required deliver against project outcomes. ▪ Work effectively in collaboration with partners, such as District Councils, Police, external providers, ACC, NZ Transport Agency Waka Kotahi on joint activities. ▪ Prepare accurate budgets for road safety activities and monitor expenditure to ensure adherence to approved annual budgets. ▪ Collate planned projects into an annual programme of activities for approval by Horizons Regional Council and NZ Transport Agency Waka Kotahi. ▪ Submit the road safety programme for funding by the NZ Transport Agency Waka Kotahi and Horizons Regional Council. | <ul style="list-style-type: none"> ▪ Project plans delivered by the Road Safety team include clear goals, objectives and activities to address specific road safety issues as outlined in the RSAP and relevant strategies. ▪ Project plans outline effective methods for evaluation. ▪ Programme funding applications are successful. ▪ Long term plan targets for Road Safety are met. ▪ The Horizons Road Safety programme is delivered in full and within the approved budget. ▪ Quality projects and campaigns are implemented within agreed timeframes and in accordance with the project plan. ▪ Projects and activities are evaluated effectively and appropriate recommendations made. ▪ Project evaluations undertaken by the road safety team demonstrate the value of the project in conveying a road safety message and bringing about behaviour change. ▪ Activities are completed within agreed timeframes and to agreed standard. ▪ Digital communications for the region are planned and delivered effectively. ▪ Horizons Road safety campaigns reach the target audience. |
|---|---|

| | |
|--|---|
| <ul style="list-style-type: none"> Implement evaluation strategies to determine the effectiveness of programme against project objectives and report on the outcome. | |
| Public Transport services | |
| <ul style="list-style-type: none"> Engage with, and offer leadership and support to the wider Transport team on all aspects of work. Ensure the road safety team are available to support the wider Transport team with delivery of Public Transport services and Transport Planning responsibilities under the Land Transport Management Act 2003 when / if required. Apply road safety considerations to all work undertaken by the Transport team. | <ul style="list-style-type: none"> Support is provided when required to the wider Transport team. Feedback is provided on road safety outcomes from public transport infrastructure changes and improvements. Road Safety considerations and outcomes are championed by the whole Transport Team. |
| Health and Safety Management | |
| <ul style="list-style-type: none"> Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. Promote and support the safe and early return to work of injured employees. Ensure hazard management plan review is undertaken annually for your team. Ensure all hazards are identified and steps are taken to mitigate them. Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. | <ul style="list-style-type: none"> All staff are trained in appropriate safe practices, procedures and emergency preparedness. All accidents involving staff or contractors are reported and investigated in a timely manner. Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. Hazard management processes are reviewed annually and implemented and monitored for your team. All staff and contractors are aware of all hazards relating to their relevant work practices and areas. All staff are provided with, and trained in, the use of appropriate PPE. Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. A high level of health and safety awareness is evident in all activities. |
| Corporate Contribution | |
| <ul style="list-style-type: none"> Maintain own professional development. Undertake Performance Development tasks/responsibilities. Undertake Health and Safety tasks/responsibilities. Participate in emergency management training and activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. | <ul style="list-style-type: none"> Appropriate training and development undertaken as agreed. Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. Contribution to projects and corporate initiatives is effective and valued. Administration requirements are completed timely and accurately. BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities. |

PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Relevant tertiary qualifications in a related field such as Transport, Communications, Education and/or significant relevant work experience.
- A minimum of 5-7 years' experience working in road safety, community education/learning and/or community event management.
- Experience leading teams and programmes/projects.
- Excellent inter-personal skills and ability to manage/supervise/coach others.
- Proven project management skills.
- A current "Class 1 - with no restrictions" motor vehicle licence.
- Proven report writing skills, with the ability to report to Governance level.
- Proven ability to communicate confidently, imaginatively and effectively through all media to a range of customer groups.
- Demonstrated experience in relationship building and stakeholder management.

Highly desirable:

- Proven facilitation skills, with experience in facilitating groups, running training workshops, meetings and events.
- Excellent computer literacy and competence in ICT (Information and Communication Technology).
- Customer service experience.
- Knowledge understanding of relevant New Zealand road safety strategies.

KEY JOB COMPETENCIES

Expert Knowledge

- Road Safety direct and strategies
- Leadership. Coaching / mentoring staff
- Communication skills

Advanced Knowledge

- Written and verbal reporting
- Planning, organisational and time management skills
- Presentation skills
- Project management (including financial management)
- Problem-solving – exercising good judgement to find creative solutions

Working Knowledge

- Safe work practices
- Competent in Microsoft office packages
- Administration of road safety team process
- Te Tiriti o Waitangi, Te Ao Māori and Tikanga

Awareness

- Community, cultural and political awareness.
- Community awareness
- Political awareness

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication (verbal, written, and presentations).
- Agile and forward thinking, with the ability to think strategically and identify innovative solutions
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A natural leader and a team player able to manage group dynamics, motivate and influence others.
- A positive approach to change and able to work in a dynamic environment.
- Excellent interpersonal skills and able to relate to, connect and engage positively with a wide range of people, including elected members.
- Ability to provide back up to and/or act in the Transport Manager position as and when required.
- A current full driver's licence.

OTHER REQUIREMENTS

Be prepared to:

- Work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at *a later date*. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___