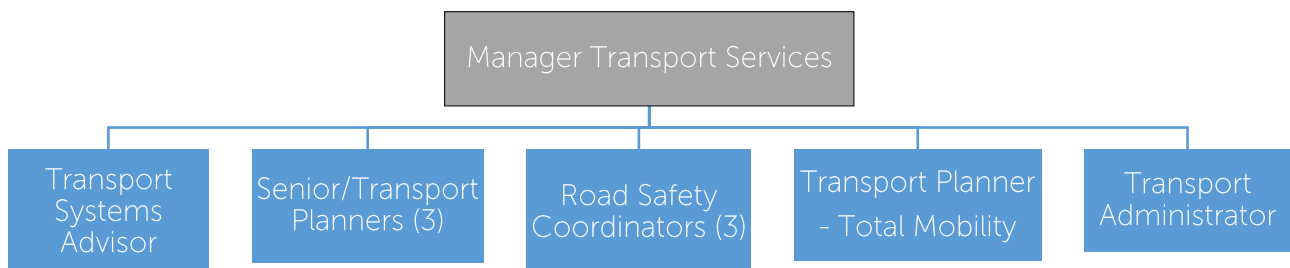
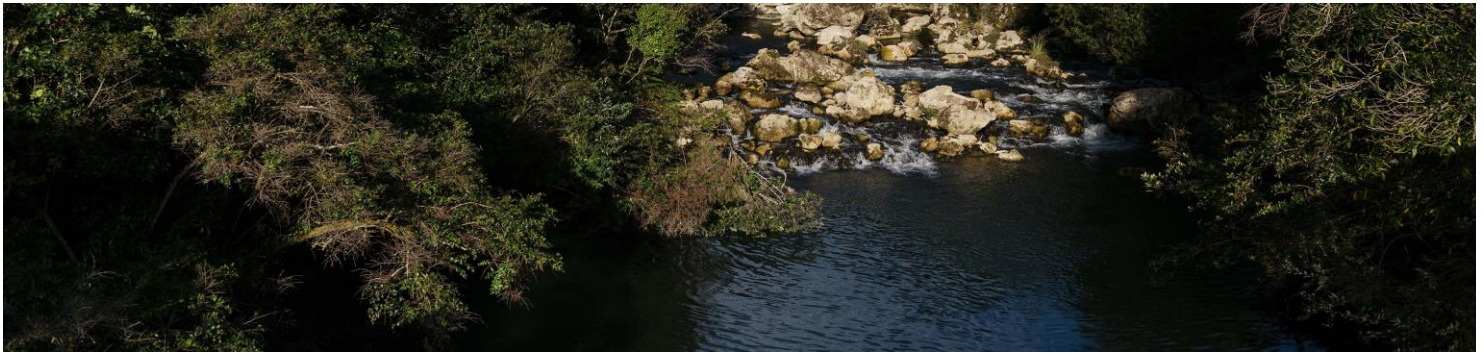


## JOB DESCRIPTION

<b>Job Title:</b>	Transport Planner
<b>Work Unit:</b>	Regional Services and Information Group (RSI)
<b>Responsible to:</b>	Manager Transport Services
<b>Responsible for:</b>	Nil
<b>Position purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"><li>• Carry out the planning, analysis, review and implementation of our existing and future public transport programme.</li><li>• Collaborate, plan for, and review existing and future strategic land transport systems.</li></ul>
<b>Salary:</b>	\$67,760 (85%) to \$79,718 (100%)
<b>Date:</b>	December 2021

## ORGANISATIONAL CONTEXT





# PERSON SPECIFICATION

## Qualifications

### *Essential:*

- Critical thinking skills including the ability to distil and collate essential information.
- Well-developed report writing skills and the ability to tailor writing style to different audiences.
- A clear communicator with the ability to quickly build and maintain relationships.

### *Desirable:*

- Tertiary qualification (preferably in planning, human geography, GIS or Statistics) or equivalent industry experience.
- Knowledge of/experience in the planning and management of transport. Especially in a local government environment.
- Working knowledge of Waka Kotahi processes.

## KEY JOB COMPETENCIES

### Expert Knowledge

- Written and verbal communication.

### Advanced Knowledge

- Time/project management.
- Financial and budgeting skills.
- Influencing without authority.

### Working Knowledge

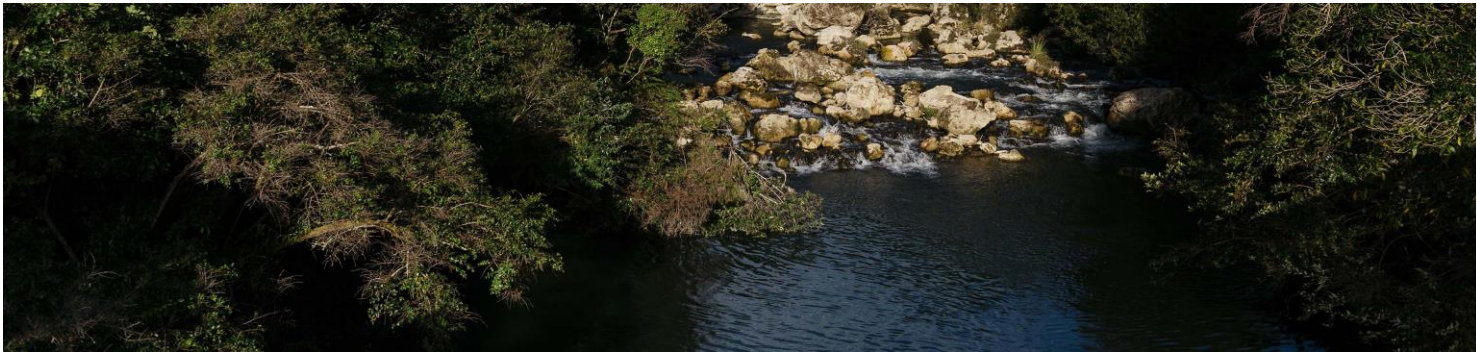
- Safe work practices.
- Knowledge/experience with Microsoft Office, in particular word processing and Excel applications.
- Knowledge of GIS systems.

### Awareness

- Understanding and sensitivity to different cultural perspectives.
- Customer focus. Know and understand what the customer seeks with a commitment to meeting their needs.

## Personal Attributes

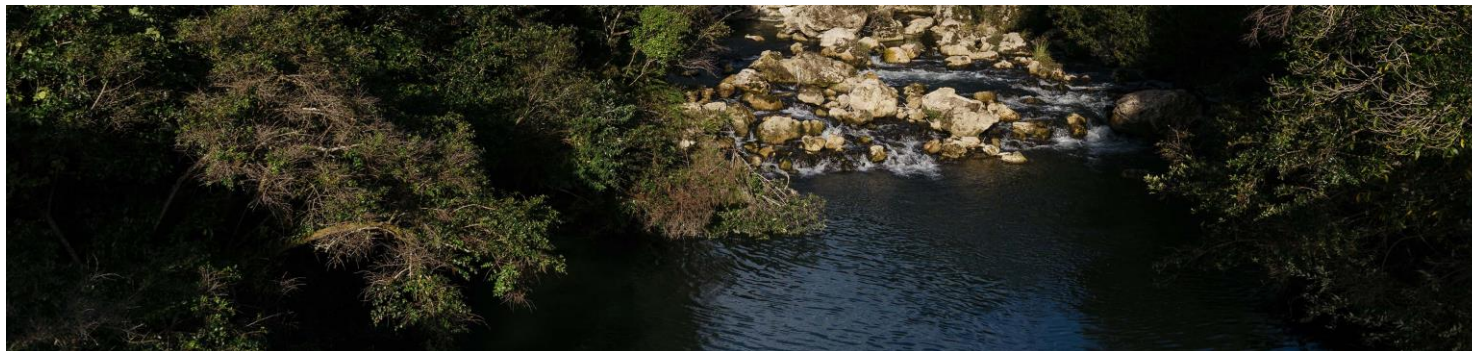
- Excellent communication skills (verbal and written).
- Have an organised and meticulous approach to tasks.
- Be self-motivated and be able to work unsupervised and have a high level of integrity.
- Have the ability to encourage staff to adopt accurate and robust processing techniques to meet objectives and performance criteria.
- Able to relate to a wide range of people.



# FUNCTIONAL RELATIONSHIPS

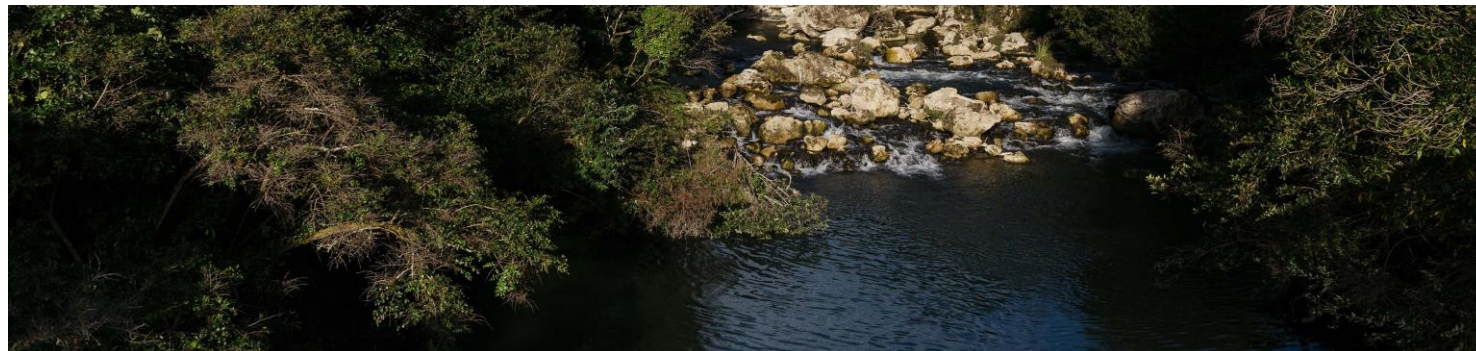
EXTERNAL	INTERNAL
<ul style="list-style-type: none"><li>▪ Regional Transport Committee members</li><li>▪ Passenger Transport Committee members</li><li>▪ Transport Operators</li><li>▪ Ministry of Transport</li><li>▪ Waka Kotahi New Zealand Transport Agency</li><li>▪ Partners eg. Massey University and UCOL</li><li>▪ Community Groups</li><li>▪ General Public</li><li>▪ Other regional councils and territorial authorities</li><li>▪ Advertising, reporting and other media representatives</li><li>▪ Graphic Designers</li><li>▪ Health Authorities</li><li>▪ Network advisory, governance and working groups.</li></ul>	<ul style="list-style-type: none"><li>▪ Regional Councillors</li><li>▪ Manager Transport Services</li><li>▪ Group Manager Regional Services &amp; Information</li><li>▪ Communications staff</li><li>▪ Total Mobility Coordinator</li><li>▪ Policy and Planning staff</li><li>▪ Customer Services staff</li><li>▪ Information management staff</li></ul>





## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>1. Strategic Land Transport Planning</b>	
<ul style="list-style-type: none"> <li>Assist with the development of the three-yearly Regional Land Transport Plan (RLTP) as required.</li> <li>Take part with Business Case development in proposed new strategic land transport projects.</li> <li>Provide inputs to and draft submissions on transport planning related matters.</li> </ul>	<ul style="list-style-type: none"> <li>The RLTP reflects the transport priorities of the region, is prepared in full consultation with the community and key transport stakeholders and meets all statutory requirements as set out in the Land Transport Management Act 2003.</li> <li>Submissions represent best practice and support Horizons strategic direction.</li> </ul>
<b>2. Passenger Transport Planning, Implementation and Review</b>	
<ul style="list-style-type: none"> <li>Work with other Transport staff with the planning, analysis, review and implementation of all public transport services.</li> <li>Assist with data capture from all existing public transport services.</li> <li>Undertake statistical analysis of collected transport data to support the continued update of public transport services.</li> <li>Work with the wider transport team to implement key infrastructure to support existing and new public transport services.</li> <li>Plan for and implement the promotion and marketing of public transport services.</li> <li>Review and make recommendations on existing passenger transport services against objectives of the Regional Public Transport Plan.</li> <li>Prepare tender documents for assigned passenger transport contracts and assist with tendering processes.</li> <li>Effectively manage budgets for areas of responsibility.</li> <li>Work collaboratively with other Councils on the delivery of public transport in the city / district.</li> </ul>	<ul style="list-style-type: none"> <li>Work is undertaken as part of a team to manage, review and make necessary adjustments to services to ensure their efficiency is maximised.</li> <li>The infrastructure needs for services are clearly identified and planning provision is made to meet the needs of the community.</li> <li>Data capture is undertaken in a timely manner that allows for effective reporting on service performance.</li> <li>Data that is captured is analysed and presented in a format which effectively articulates service performance.</li> <li>Market and promotional ideas are planned and carried out to improve service performance.</li> <li>Service reviews are conducted in consultation with local communities and councils, produce accurate information and enable quality decisions to be made.</li> <li>Tender documents are accurate and prepared in accordance with the Horizons Transport Procurement Strategy and the Waka Kotahi Procurement Manual.</li> <li>Engagement with Governance groups and working groups supports the delivery of public transport and achieves the direction set.</li> </ul>

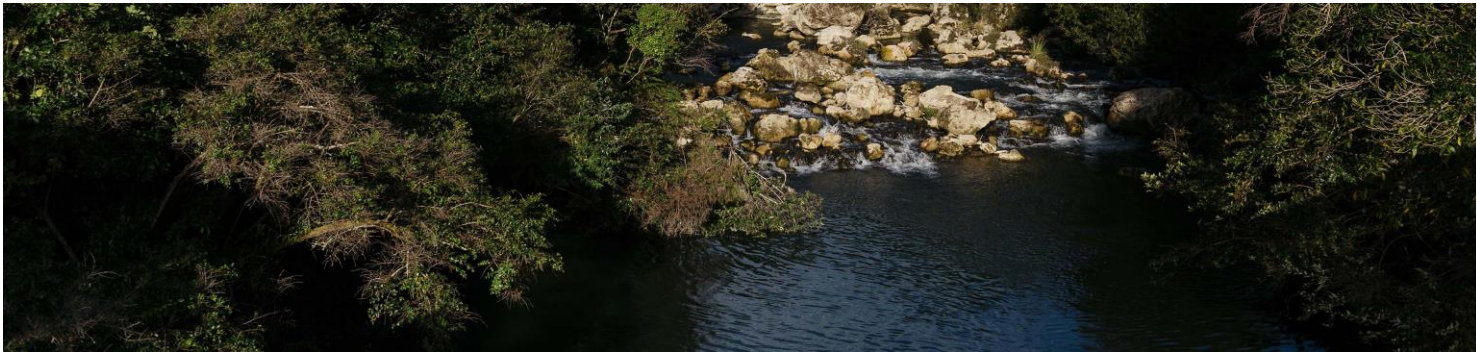


### 3. Transport Committees and Advisory Group Meetings

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|--|--|
| <ul style="list-style-type: none"> <li>▪ Prepare agenda items and provide/present recommendations for the meetings of Regional Transport Committee and Passenger Transport Committee, as required.</li> <li>▪ Enact the decisions of this Committee.</li> <li>▪ Respond to questions from Councillors and Committee members as required in support of agenda items.</li> <li>▪ Take part in and help coordinate advisory group meetings for both regional land transport and public transport.</li> <li>▪ Work with Regional Advisory Group (RAG) members on transport initiatives across the region.</li> </ul> | <ul style="list-style-type: none"> <li>▪ The Passenger Transport Committee is well informed on issues relating to passenger transport services in the region and is provided with the information needed to make effective decisions on Horizons Regional Council's passenger transport activities.</li> <li>▪ The Regional Transport Committee is provided with the information needed to make effective decisions on regional transport activities and issues.</li> <li>▪ Presentation to the committees is clear, concise and informative. \Committee members understand the issues involved.</li> <li>▪ Committee decisions are carried out effectively and within agreed timeframes.</li> </ul> |
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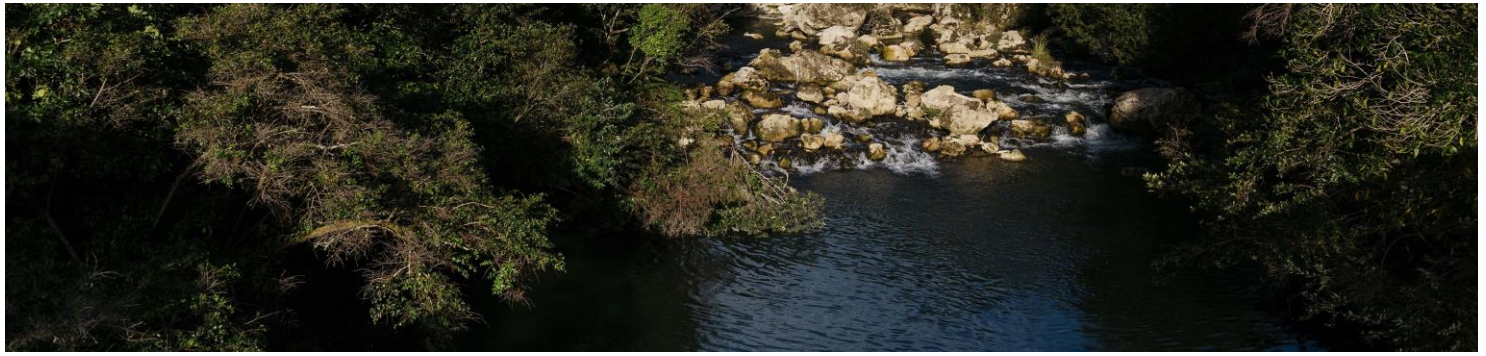
### 4. Customer Service / Relationship Management

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|--|---|
| <ul style="list-style-type: none"> <li>▪ Provide information/advice to internal and external customers in a timely effective manner.</li> <li>▪ Establish and maintain relationships with interested parties, key stakeholders and partners in the area of public transport and wider transport issues.</li> <li>▪ Assess, advise and provide recommendations regarding services and projects to joint venture partners (such as Massey University and UCOL) and district councils.</li> <li>▪ Enact decisions with partners as required.</li> <li>▪ Identify and implement customer focused opportunities and improvements to increase the quality and accessibility of all forms of public transport infrastructure and services in the region.</li> </ul> | <ul style="list-style-type: none"> <li>• Accurate and concise advice is provided to customers that adds value.</li> <li>• Sound working relationships are established with all customers.</li> <li>• Partnership opportunities are explored when identified.</li> <li>• Partners are updated regularly regarding service provision.</li> <li>• Negotiations between partners and Horizons are conducted in a professional manner.</li> <li>• Timely action is taken to improve customer service.</li> <li>• Quality improvements are effective and value adding.</li> </ul> |
|--|---|



5. Corporate Contribution	
<ul style="list-style-type: none"><li>▪ Maintain own professional development.</li><li>▪ Undertake Performance Development tasks/responsibilities.</li><li>▪ Participate in emergency management activities as required.</li><li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li><li>▪ Maintain Council plant and equipment.</li><li>▪ Fulfil administration-reporting requirements (eg. Timesheets, vouchers, reporting).</li></ul>	<ul style="list-style-type: none"><li>• Appropriate training and development undertaken as agreed with Transport Manager.</li><li>• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li><li>• Contribution to projects and corporate initiatives is effective and valued.</li><li>• Administration requirements are completed timely and accurately.</li></ul>





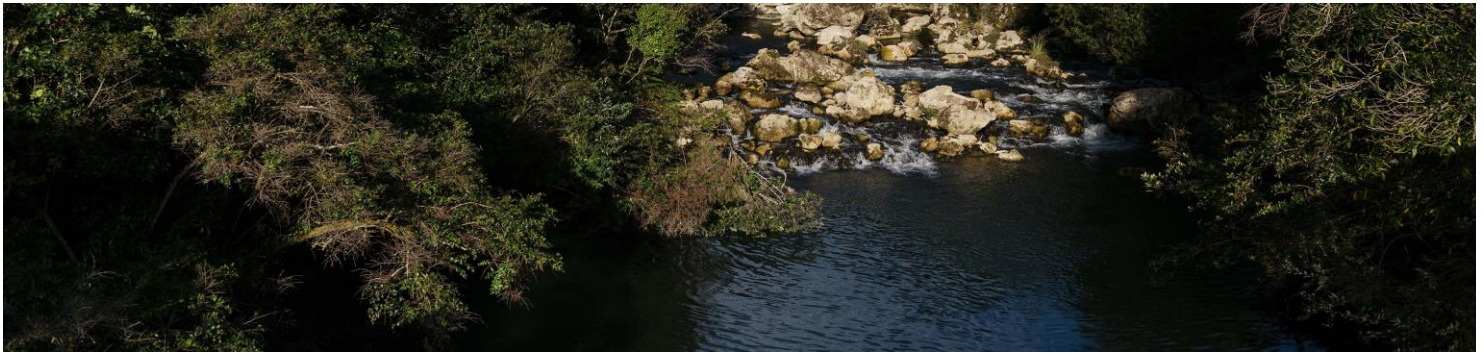
## KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT

▪ <b>Customer Focus:</b>	Commitment to meeting the needs of anyone they work for and with including colleagues.
▪ <b>Job Knowledge:</b>	Have the knowledge and skills to perform the requirements of the position.
▪ <b>Communication:</b>	Use written and verbal language and style appropriate to the audience and context.
▪ <b>Teamwork:</b>	Work constructively with people as a team member to achieve a common goal.
▪ <b>Dependability and Commitment:</b>	Reliable and dedicated to achieving results and delivering on the programmes.
▪ <b>Continuous Improvement:</b>	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
▪ <b>Organising for Results:</b>	Ensures work is completed effectively and within agree deadlines and ability to work both independently and with others to complete field and project work.
▪ <b>Leadership:</b>	Creates a clear direction, inspires a shared commitment and leads by example.
▪ <b>Developing and Managing Performance</b>	Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

## OTHER REQUIREMENTS

Be prepared to:

- 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 relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.
- Occasionally work outside of normal business hours including weekends and completing long working days.



# 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: \_\_\_\_/\_\_\_\_/\_\_\_\_