

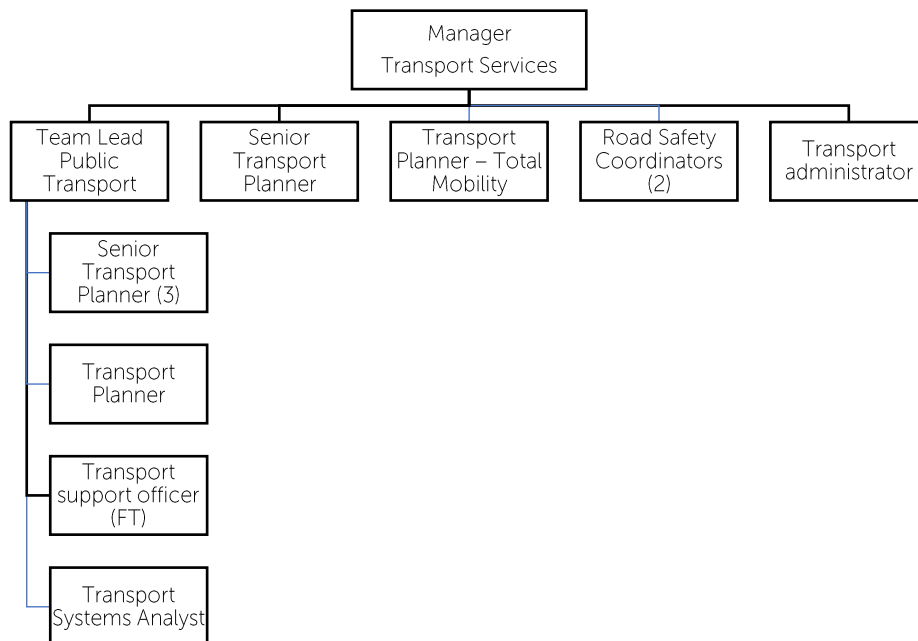
JOB DESCRIPTION

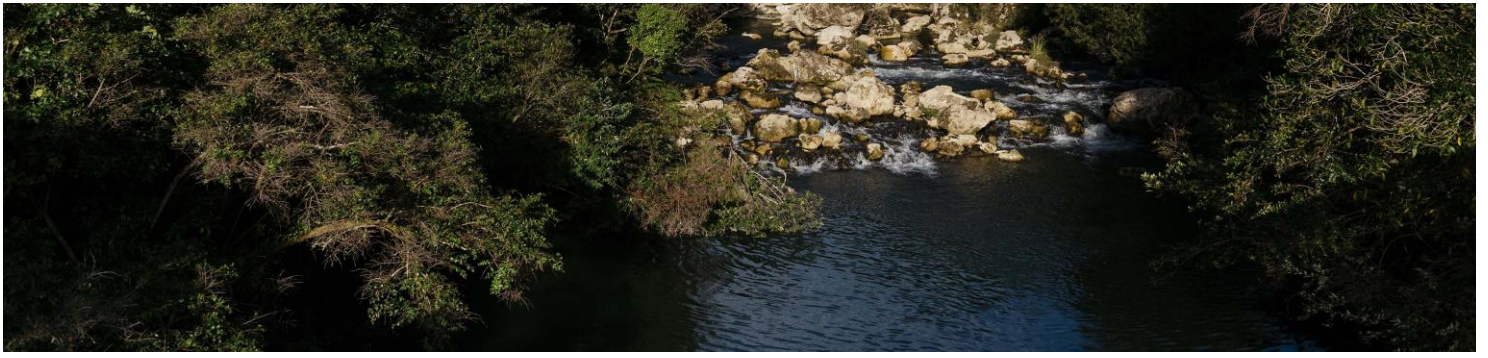
- Job Title:** Transport Planner
- Work Unit:** Regional Services and Information Group (RSI)
- Responsible to:** Team Leader Public Transport
- Responsible for:** Nil
- Position purpose:** This job exists to:
- Carry out the planning, analysis, review and implementation of our existing and future public transport programme.
 - Collaborate, plan for, and review existing and future strategic land transport systems.
 - Lead transport systems and infrastructure planning and developments.
 - Assist in management of passengers' enquiries received by the PT team, and the development of system efficiencies.

Salary: \$81,271 (85%) to \$95,613 (100%).

Date: June 2026

ORGANISATIONAL CONTEXT





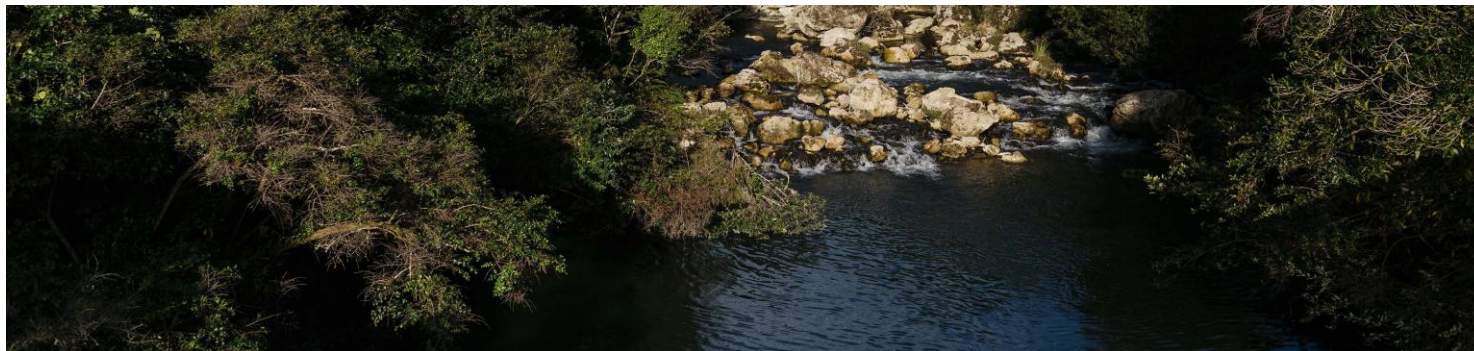
FUNCTIONAL RELATIONSHIPS

EXTERNAL

- Regional Transport Committee members
- Passenger Transport Committee members
- Transport Operators
- Ministry of Transport
- Waka Kotahi New Zealand Transport Agency
- Partners eg. Massey University and UCOL
- Community Groups
- General Public
- Other regional councils and territorial authorities
- Advertising, reporting and other media representatives
- Graphic Designers
- Health Authorities
- Network advisory, governance and working groups.

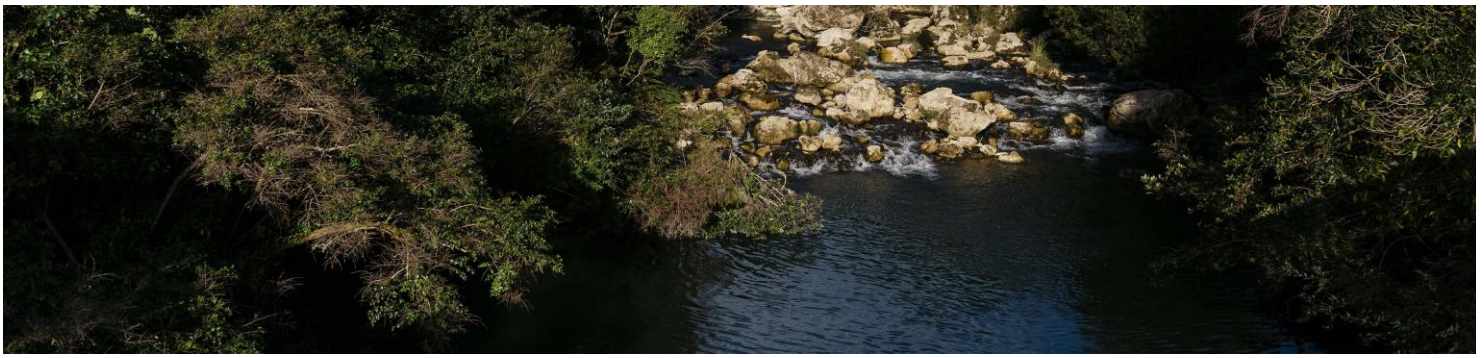
INTERNAL

- Regional Councillors
- Manager Transport Services
- Group Manager Regional Services & Information
- Communications staff
- Total Mobility Coordinator
- Policy and Planning staff
- Customer Services staff
- Information management staff

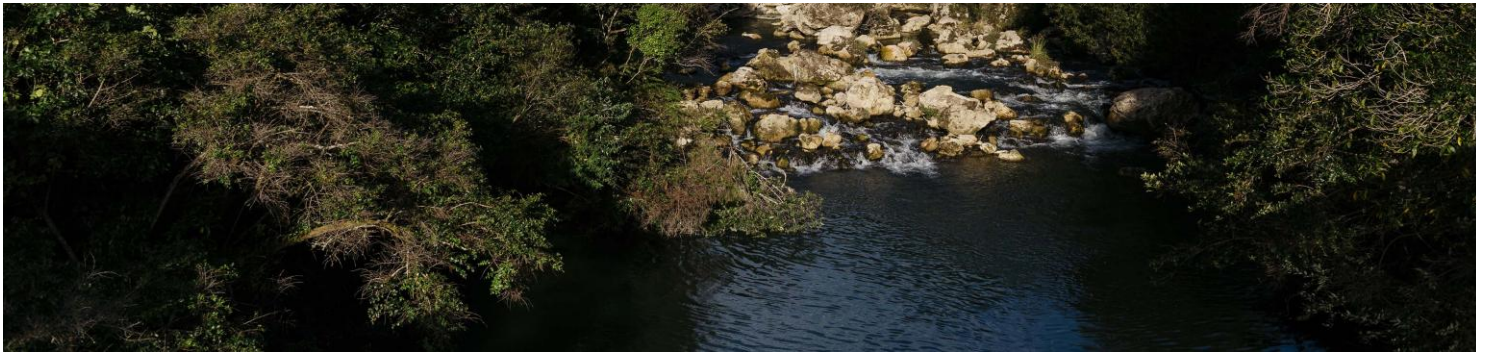


KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Passenger Transport Planning, Implementation and Review	
<ul style="list-style-type: none"> ▪ Work with other Transport staff with the planning, analysis, review and implementation of all public transport services. ▪ Work with the wider transport team to implement key infrastructure to support existing and new public transport services. ▪ Plan for and implement the promotion and marketing of public transport services. ▪ Review and make recommendations on existing passenger transport services against objectives, policies and actions in the Regional Public Transport Plan. ▪ Prepare tender documents for assigned contracts and assist with tendering processes. ▪ Effectively manage budgets for areas of responsibility. ▪ Work collaboratively with other Councils on the delivery of public transport in the city / district. 	<ul style="list-style-type: none"> ▪ Work is undertaken as part of a team to manage, review and make necessary adjustments to services to ensure their efficiency is maximised. ▪ The infrastructure needs for services are clearly identified and planning provision is made to meet the needs of the community. ▪ PT Infrastructure issues and concerns are responded to in a timely manner. ▪ Marketing and promotional activities are planned and carried out to improve service performance. ▪ Service reviews are conducted in consultation with local communities and councils, produce accurate information and enable quality decisions to be made. ▪ Tender documents are accurate and prepared in accordance with the Horizons Transport Procurement Strategy and the Waka Kotahi Procurement Manual. ▪ Engagement with Governance groups and working groups supports the delivery of public transport and achieves the direction set.
2. Public Transport Infrastructure Planning	
<ul style="list-style-type: none"> ▪ Liaising closely with our Council partners and Waka Kotahi to ensure effective delivery of the programme. ▪ Conducting market research to keep the Transport Services Manager, Team Leader and Transport Planners aware and informed of new infrastructure options and opportunities. 	<ul style="list-style-type: none"> ▪ PT Infrastructure Plan is fit for purpose and up to date with reviews undertaken at least every three years. ▪ Working relationships with TLA's established and maintained to ensure Infrastructure improvements can be delivered. ▪ New PT Infrastructure improvements and changes are being considered and trialled if fit for purpose.
3. Transport Committees and Governance Group Meetings	
<ul style="list-style-type: none"> ▪ Prepare agenda items and provide/present recommendations for the meetings of Passenger Transport Committee, as required. 	<ul style="list-style-type: none"> ▪ The Passenger Transport Committee is well informed on issues relating to passenger transport services in the region. They are provided with the information needed to



<ul style="list-style-type: none"> ▪ Enact the decisions of the Committees. ▪ Respond to questions from Councillors and Committee members as required in support of agenda items. ▪ Take part in and help coordinate advisory group meetings for both regional land transport and public transport. ▪ 	<p>make effective decisions on Horizons Regional Council's passenger transport activities.</p> <ul style="list-style-type: none"> ▪ Presentation to the committees is clear, concise and informative. Committee members understand the issues involved. ▪ Committee decisions are carried out effectively and within agreed timeframes.
<p>4. Customer Service</p>	
<ul style="list-style-type: none"> ▪ Providing professional, timely and courteous responses to customer enquiries, feedback and complaints. ▪ Supporting the resolution of customer-related issues through effective communication and collaboration with internal staff, operators and partners. ▪ Establishing and maintaining positive working relationships with public transport operators, territorial authorities and other stakeholders. ▪ Communicating clearly and effectively with a range of audiences on public transport matters. ▪ Contributing to customer-focused improvements that enhance the quality, reliability and accessibility of public transport services. 	<ul style="list-style-type: none"> ▪ Customers and stakeholders receive timely, accurate and helpful responses. ▪ Issues are addressed constructively and professionally. ▪ Strong working relationships are maintained with key partners. ▪ Customer feedback is reflected in service and process improvements. • Customer experience outcomes are improved over time.
<p>5. Corporate Contribution</p>	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Participate in emergency management activities as required. ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (eg. Timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> • Appropriate training and development undertaken as agreed with Transport Manager. • 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.



PERSON SPECIFICATION

Qualifications

Essential:

- Ability to manage projects with input from a number of key stakeholders.
- 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

- Time/project management.
- Written and verbal communication.

Advanced Knowledge

- Financial and budgeting skills.
- Influencing without authority.

Working Knowledge

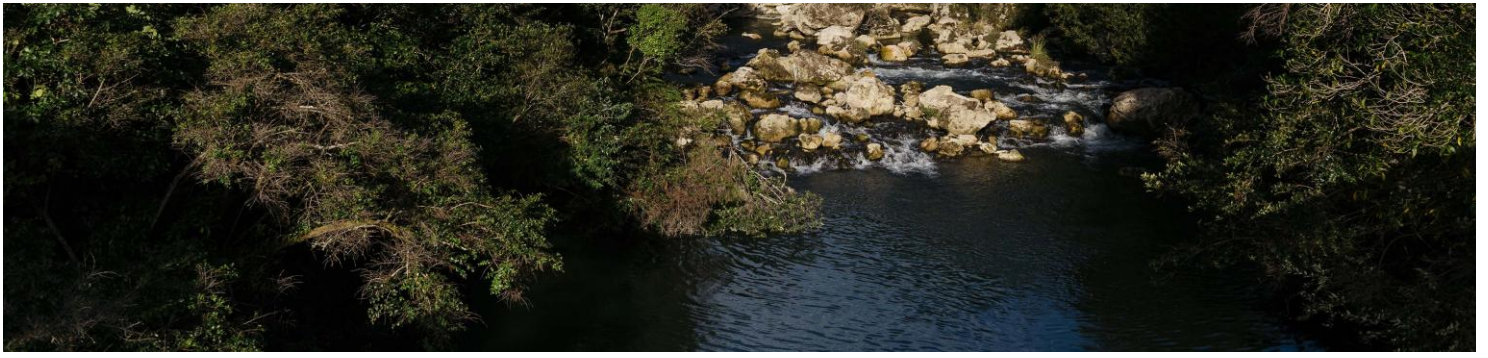
- Safe work practices.
- Knowledge/experience with Microsoft Office, in particular word processing and Excel applications.
- Knowledge of GIS systems.

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.



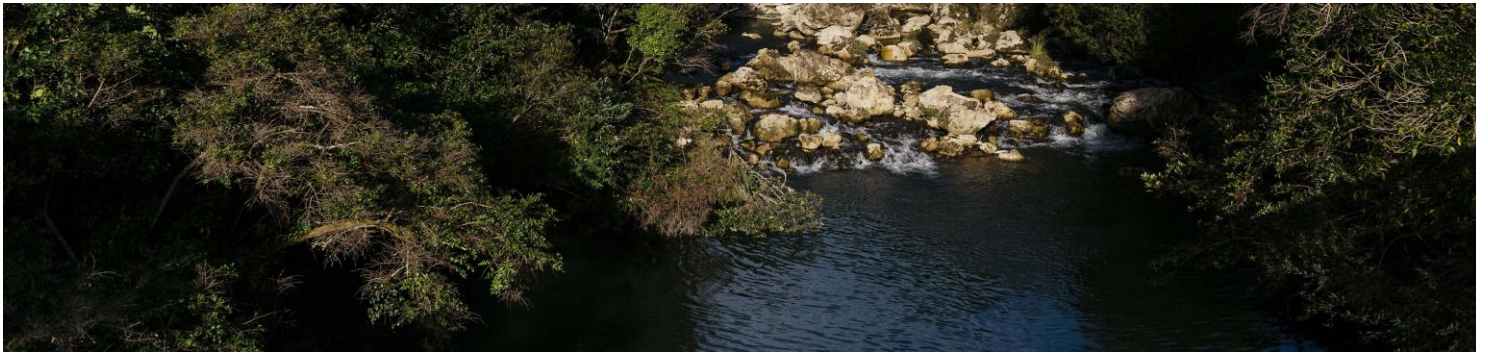
HORIZONS KEY COMPETENCIES

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.

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.



NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

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.

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

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