

## Your Position

<b>Your job</b>	<b>Manager Transport Kaiwhakahaere Ikiiki</b>
<b>Your group</b>	Infrastructure
<b>Your team</b>	Transport
<b>Your manager</b>	General Manager Infrastructure
<b>Your base</b>	Council premises in Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Infrastructure's purpose is to:

- lead the development and implementation asset management plans related to infrastructure and utility assets to meet the future needs of Porirua City
- manage and advise on infrastructure demand expected from growth and the city's capacity for development
- ensure the provision of transportation, parks, water, stormwater, sewerage and solid waste services
- lead the development and implementation of harbour and catchment restoration strategy.

## Your purpose

The Manager Transport's role is to:

- provide leadership and direction to the Transport team
- deliver customer focussed and well planned integrated management of road, pedestrian and cycle infrastructure and services;
- provide expert input to the Infrastructure Strategy, Transport Asset Management Plan, Long Term Plan and District Plan;
- ensure all works are well planned and derived from a well-developed, living Asset Management Plan;
- build collaborative relationships across the organisation and with key partners to achieve outcomes important to Porirua;
- be innovative in pursuing value for money and find ways to extract greater efficiency and effectiveness from the maintenance, operations and renewals programme.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• 4 direct reports</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• Approximately 15 indirect reports</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Waka Kotahi, KiwiRail, Greater Wellington Regional Council, Wellington Electricity and other utilities</li><li>• Members of the public and community organisations</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation</li><li>• Mayor, Councillors, Council and Council committees</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> <li>• Develop and lead the Transport Team to deliver on PCC's strategic priorities meeting the expectations of the community</li> <li>• Develop, monitor and report on a Transport business plan reflecting approved budgets from the Annual and Long-Term Plans and ensure it is sufficiently resourced to deliver on our commitments</li> <li>• Own the Transport budget and ensure work is planned and forecast so spend matches budget</li> <li>• Ensure accurate budget forecasting and variance commentary is completed each month</li> <li>• Create and maintain a culture of high performance</li> <li>• Lead the development of business processes to ensure the AMP drives the three-year work programme</li> <li>• Set performance expectations, providing guidance and development, monitoring individual and team performance, and providing constructive feedback/support when required</li> <li>• Manage poor performance in a timely and constructive manner.</li> <li>• Foster a "can do" culture which focuses on accountability, delivery and collaboration incentivising innovation to pursue value for money whilst delivering community outcomes</li> <li>• Provide guidance through active mentoring of your team</li> <li>• Identify, analyse, and lead business improvements to realise risk reduction, efficiency, cost, and effective savings</li> <li>• Accountable for team's timely and accurate completion of timesheets</li> <li>• Implement Council policies as they relate to your area, e.g. Climate change reporting</li> <li>• Ensure people and resources are adequately deployed and utilised across the team to ensure required results are delivered</li> <li>• Implement work practices and processes that ensure compliance with the Health and Safety at Work Act 2019</li> <li>• Ensure you are up to date and across all legislation and regulations relating to your role</li> <li>• Ensure the relevant competence of staff in roles requiring working knowledge of transport related legislation and regulations</li> </ul>
Strategic & Operational Planning	<ul style="list-style-type: none"> <li>• Provide expert input into the development of new strategies and policies</li> <li>• Lead work to implement the NZGTTM</li> <li>• Lead the development of 10-30 year plans for PCC's transport assets and ensure Council understands the risk, service and cost trade offs made through the Long Term and Annual Planning process</li> <li>• Create an environment where your team collaborates to ensure the AMP can lead the planning and delivery of a three year rolling forward work programme aligned to the approved Long Term Plan</li> <li>• Make publicly available the levels of service that are agreed</li> <li>• Provide expert advice on road network maintenance and operation, project and contract management</li> <li>• Regularly review all aspects of the Transport function to determine where improvements can be made</li> </ul>
Operational Delivery	<ul style="list-style-type: none"> <li>• Ensure all work is well planned, resourced and delivered to schedule and budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure contracts are managed and renewed in a timely fashion</li> <li>• Ensure transport related contracts are procured and managed in such a way that creates value for money for our residents</li> <li>• Ensure all works on the roading network are delivered safely, well co-ordinated, communicated and completed to a high quality standard</li> <li>• Ensure investment decision making and project prioritisation processes are well developed and utilised</li> <li>• Ensure timely, accurate and complete responses to Service Requests and Elected Member Queries within the requirement timeframes</li> <li>• Ensure asset data is updated regularly and data sources are maintained to enable accurate planning</li> <li>• Ensure effective and efficient financial and operational management of the transport team</li> <li>• Prepare and present reports and workshops for Council committees and Executive Leadership Team</li> <li>• Lead thinking and action around emerging areas of concern including (but not limited to) the management of street trees, encroachments, CBD management and the management of landslides involving the road corridor</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Drive safety improvements through contract arrangements</li> <li>• Monitor, manage and address broader and longer-term health and safety risks</li> <li>• Ensure all designs, procurement and contracts have sufficient health and safety systems, processes and plans and that contracts are audited throughout the lifecycle against the required health and safety standards.</li> <li>• Take reasonable care that your actions, or inaction, does not adversely affect the health and safety of other people</li> <li>• Take reasonable care of your own health, safety, security, and wellbeing</li> <li>• Ensure all health, safety and security incidents are reported</li> <li>• Ensure appropriate resourcing for health and safety, including training of staff for all areas of responsibility.</li> <li>• Ensure safe systems of work, including emergency procedures for all areas of responsibility.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Develop and maintain a mutually beneficial relationship with Ngāti Toa Rangatira for transport issues, and especially around the management of stormwater and the Harbour Accord</li> <li>• Develop and maintain a mature and mutually beneficial partnership with Waka Kotahi, including a maintenance boundary arrangement</li> <li>• Invest time and energy into building internal collaborative relationships with Finance and PPRS in particular</li> <li>• Partner with Greater Wellington Regional Council, other authorities and public transport operators on strategic and operational transport issues</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none"> <li>• A tertiary qualification in engineering or management or equivalent experience</li> <li>• Five years plus leadership experience, including operating model design, resource planning, performance management and development</li> <li>• Contract Management experience</li> <li>• Excellent relationship skills and experience</li> <li>• Financial planning and management including budgeting, reporting and cash flow management</li> <li>• Ability to prioritise and accommodate competing demands</li> <li>• Public consultation experience</li> <li>• Excellent interpersonal skills, ability to develop and maintain strong working relationships with a wide variety of stakeholders</li> <li>• Excellent communications skills, oral and written</li> <li>• Excellent report writing skills</li> <li>• Good working knowledge of the Microsoft suite of tools (Word, Excel and Powerpoint)</li> <li>• Full NZ Unrestricted Drivers Licence</li> <li>• Understanding and commitment to health and safety in the workplace</li> </ul>
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none"> <li>• A good grasp of Te Ao Māori</li> <li>• Experience in the application of the Local Government Act 2002, the Land Transport Management Act and other relevant legislation and in particular an understanding of the responsibilities the legislation imposes upon, and the opportunities the legislation provides for the Council</li> <li>• Local body roading experience</li> <li>• Public consultation experience</li> <li>• An understanding, if not operational knowledge of Asset Works Manager database (previously known as RAMM)</li> <li>• An understanding of Waka Kotahi funding mechanisms and systems</li> <li>• Political nous</li> </ul>

Updated 14 April 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.