

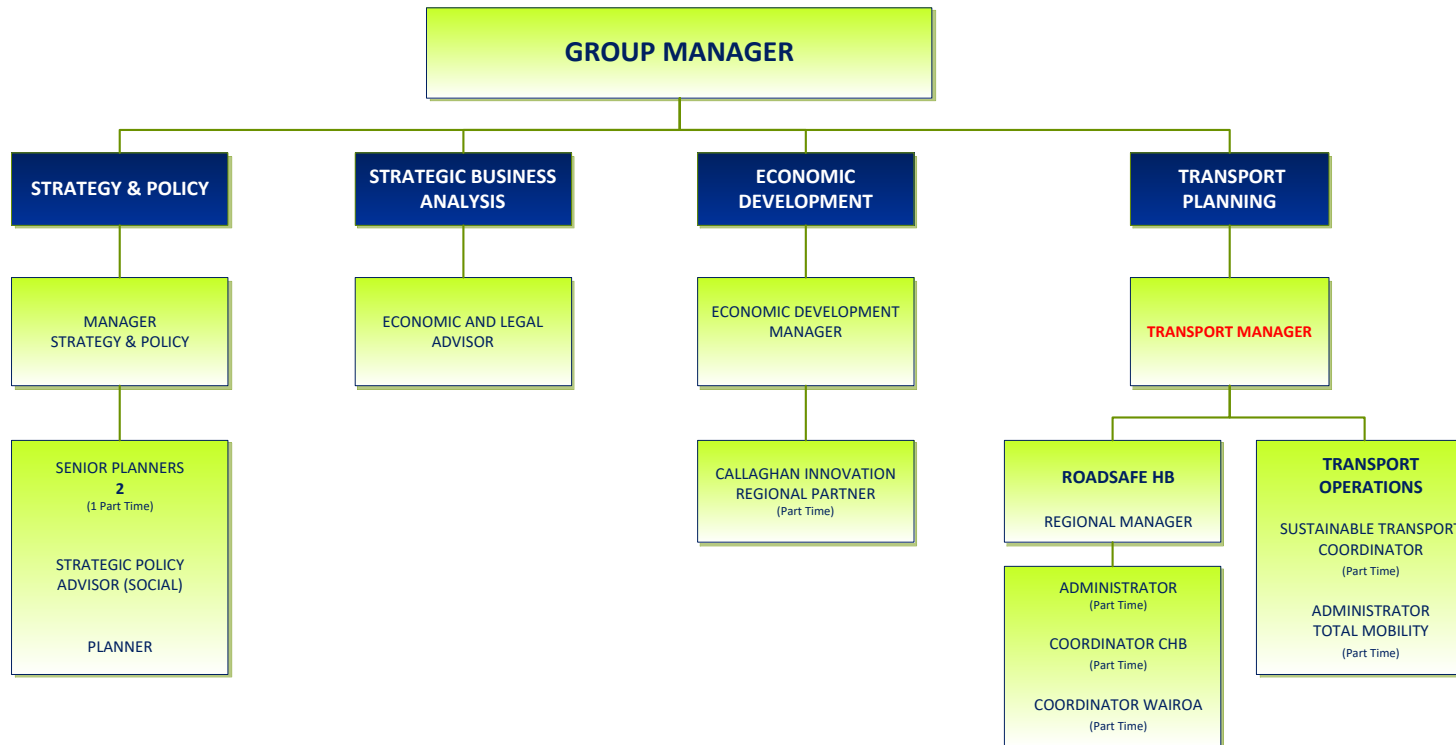
# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Transport Manager</b>
<b>Responsible to:</b>	Group Manager Strategic Development
<b>Responsible for:</b>	<b>RoadSafe HB:</b> Regional Manager; Administrator; Coordinator CHB; Coordinator Wairoa <b>Transport Operations:</b> Sustainable Transport Coordinator; Administrator Total Mobility
<b>Salary Range:</b>	\$112,230 - \$127,194

**Job Context:**

### Strategic Development Group



## **Section Aims (Why does the section exist?)**

The Transport team provides the following role and functions as part of the Strategic Development Group:

- To manage Hawke's Bay Regional Council's (HBRC) responsibilities as set out in the Land Transport Management Act, the Local Government Act or subsequent acts.
- To produce, implement and monitor the Regional Land Transport Plan (formerly the Regional Land Transport Strategy and the Regional Land Transport Programme) and the Regional Public Transport Plan for Hawke's Bay.
- To co-ordinate, report to and administer the Regional Transport Committee and RoadSafe Governance Group.
- To manage the contract for the provision of public transport services; the delivery of RoadSafe and Total Mobility functions for HBRC.
- Determine future strategies and planning for the provision of public transport to meet the needs of the Hawke's Bay community.
- To co-ordinate the production and ongoing monitoring of the Regional Cycling Plan for Hawke's Bay.

## **Role of Transport Manager (The specific role)**

The role of Transport Manager is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Transport team achieves its objectives. Your specific role of Transport Manager will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

As a Manager you will be expected to positively lead the very motivated transport team that report to the position and offer support, coaching and other professional development opportunities for them to ensure their work effort meets the requirements of good customer service and efficient and effective service delivery.

## **Role Expectations (Indicative examples that show the work is being done effectively)**

- The HBRC's responsibilities under the Land Transport Management Act and Local Government Act are managed effectively and efficiently.
- The Regional Land Transport Plan and Regional Public Transport Plan are closely monitored and implemented effectively.
- The contract for the provision of public transport services is managed effectively and efficiently.
- Initiative is shown in the development of future strategies and planning for the provision of public transport both now and into the future for Hawke's Bay.
- Excellent relationships are developed and maintained with key internal and external stakeholders.
- Attend relevant HBRC meetings, including the Regional Transport Committee, and where appropriate produce relevant reports of a high standard.
- Ensure accurate annual budgeting for HBRC is achieved, including securing New Zealand Transport Agency subsidy.

## **POSITION TITLE: TRANSPORT MANAGER**

- Oversee the provision of an effective RoadSafe programme.
- Oversee the effective delivery of the Total Mobility scheme.

### **Continuous Improvement**

All HBRC staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC.

This means:

- Maintaining a positive overall attitude in the workplace as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.

### **Health and Safety**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC.

This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate workplace hazards are identified and communicated to management.
- Regular reviews of workplace hazards are undertaken.
- Where appropriate, advise reporting staff of OSH standards and procedures.
- When, and if, necessary, investigation of accidents/incidents are carried out according to HBRC procedures.
- Appropriate and effective staff training is undertaken as and when necessary.
- Promoting a healthy and safe workplace.
- Maintaining a clean and tidy workspace.

## **Emergency Management**

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area.

This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.

## **Key Skills**

- A high standard of written and verbal communication.
- Excellent organisational skills and an ability to meet deadlines.
- An understanding of the all relevant Transport Acts and amendments.
- Relevant industry experience.
- Project planning and implementation skills.
- Enthusiasm and innovation, with the ability to handle change.
- An ability to work under pressure.
- A positive service focused approach to the community and fellow employees.
- Demonstrated ability to prepare and work within budgets.
- Experience in a political environment.
- Excellent relationship and networking skills.
- Ability to think laterally and develop innovative solutions.
- Have a positive approach to change by responding to changes in job demands, adapt new strategies and create a commitment to change in others.
- A high level of staff management skills.
- A commitment to continuous improvement.

## **HBRC's Vision and Values**

**Vision:** A region with a vibrant community, a prosperous economy, a clean and healthy environment, now and for future generations.

**Values:**

- Excellence:* We aim high and take pride in providing exceptional service.
- Forward Thinking:* We anticipate and prepare for the future.
- Innovation:* We are open to change and seek new ways of doing things.
- Integrity:* We demonstrate openness, honesty and respect in our relationships.
- Partnerships:* We build strong partnerships to achieve common goals.