

POSITION TITLE:	Transport Strategy and Policy Analyst		
GROUP:	Policy & Regulation	GROUP:	Policy & Regulation
REPORTS TO:	Transport Manager		
RESPONSIBLE FOR:	N/A		
FAMILY:	TS3	GRADE:	15
DATE REVIEWED:	May 2022		

HBRC STRATEGY

Our Vision:

We want a healthy environment and a resilient and prosperous community.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kouniga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The Transport Strategy and Policy Analyst will lead how Council plans for all modes of transport for the Hawke's Bay region. Working with Waka Kotahi and the Territorial Authorities (TAs), the role is responsible for developing the Regional Land Transport Plan (RLTP), the Regional Public Transport Plan (RPTP), the Regional Active Transport Plan (RATP), and the Road Safety Action Plan (RSAP). Additionally, the Transport Strategy and Policy Analyst will work with Council Policy Planners on our Long-term Plan and Regional Resource Management Plan - Kotahi, ensuring the challenges and complexities of accommodating Hawke's Bay growth are considered at a regional level, the environment is protected or improved and ensuring integrated transport solutions are part of the plan.

The role of Transport Strategy and Policy Analyst is a varied role which will undertake a degree of leadership within the team but still be supported by the Transport Manager as they gain experience. The role will provide robust transport planning in line with the transport outcomes set by the Ministry of Transport, implementation,

and evaluation processes in order that project milestones and objectives are achieved to an appropriate standard and within budget. There is an important requirement to work in partnership with tāngata whenua to deliver planning projects as well as effectively engaging stakeholders. The Transport Strategy and Policy Analyst will lead projects, working closely with other members of the Technical Advisory Group (TAG) and presenting to the Regional Transport Committee (RTC). The role will require excellent inter-personal skills and communication across the organisation and with external parties to ensure the delivery of quality resource management outcomes.

GROUP AND TEAM GOALS:

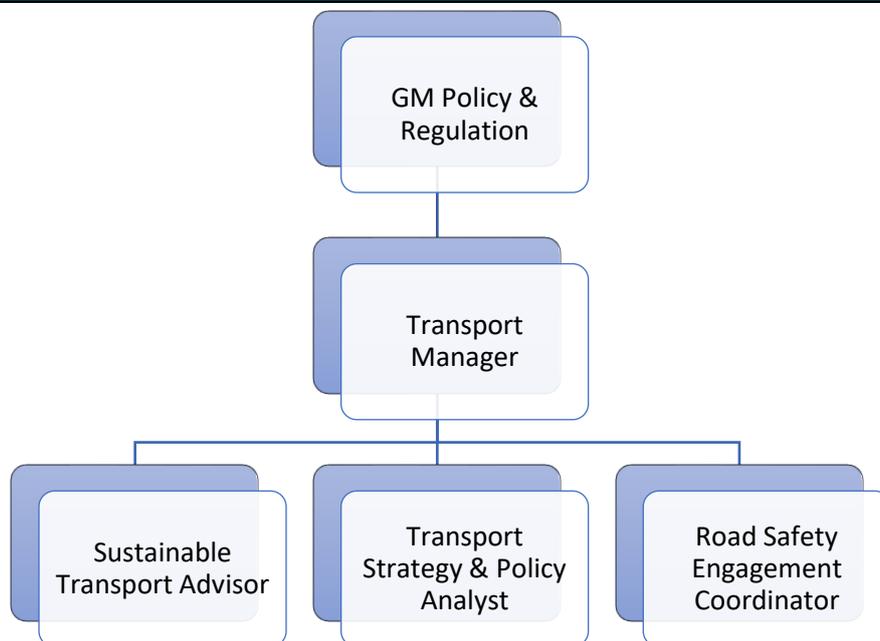
The Transport team provides the following role and functions as part of the Policy & Regulation Group:

- 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 and the Regional Public Transport Plan for Hawke’s Bay.
- To co-ordinate and report to the Regional Transport Committee and RoadSafe Governance Group.
- Determine future strategies and planning for the provision of public transport to meet the needs of the Hawke’s Bay community.

The Transport Strategy and Policy Analyst provides the following role and functions as part of the Policy & Regulation Group:

- To produce, in collaboration with territorial authorities and the Regional Transport Committee, a Regional Land Transport Plan (RLTP), the Regional Public Transport Plan (RPTP), the Regional Active Transport Plan (RATP), and the Road Safety Action Plan (RSAP).

ORGANISATIONAL CONTEXT



JOB SPECIFIC ACCOUNTABILITES

- Provide robust transport planning in line with the transport outcomes set by the Ministry of Transport,
- Oversee implementation and evaluation processes to ensure that project milestones and objectives are achieved to an appropriate standard and within budget.
- Lead Council plans for all modes of transportation for the Hawke’s Bay region.
- Lead relevant projects, working closely with other members of the Technical Advisory Group (TAG) and presenting to the Regional Transport Committee (RTC).

- Collaborate with Waka Kotahi and the Territorial Authorities (TAs) to develop the Regional Land Transport Plan (RLTP), the Regional Public Transport Plan (RPTP), the Regional Active Transport Plan (RATP), and the Road Safety Action Plan (RSAP).
- Collaborate with HBRC Policy Planners on Council’s Long-term Plan and Regional Resource Management Plan – Kotahi to ensure the delivery of quality resource management outcomes.
- Ensure that Council’s responsibilities under the Land Transport Management Act, Local Government Act, Resource Management Act (and any amendments or replacements of that Act) are managed effectively and efficiently.
- Provide appropriate and timely professional input in the preparation and review of HBRC’s Regional Land Transport Plan and Regional Public Transport Plan.
- Ensure that the Regional Land Transport Plan and Regional Public Transport Plan are closely monitored and implemented effectively.
- Provide professional input into the development of strategies and planning for the provision of public transport both now and into the future for Hawke’s Bay.
- Establish and maintain professional relationships with key internal and external stakeholders.
- Attend relevant meetings on behalf of Council, including the RTC and the Regional Planning Committee.
- Where appropriate prepare reports, technical analysis and research papers within timeframes as requested.
- Lead the preparation, monitoring, and reporting of statutory plans and policies in relation to transport.
- Assist with the preparation of programmes for sustainable transport, total mobility and RoadSafe.
- Maintain relationships with the RTC, TAG, Roadsafe HB and integration with cycling programmes.
- Oversee the integration of road safe and cycling programmes for the region.

FUNCTIONAL RELATIONSHIPS

Internal

- Group Managers
- Team members
- Cycle Network Coordinator
- Transport Manager
- MarComms
- Business Support ICT
- GIS

External

- Consultants and contractors
- Government agencies and departments
- Local authorities
- Technical and legal professional
- Iwi and other community groups
- Members of our community
- Waka Kotahi
- Regional Transport Committee (RTC)
- Regional Planning Committee
- Roadsafe HB
- HB Trails
- Active Transport Providers
- Territorial Authorities

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can’t achieve change without the people (our community) outside our business. As expressed under our purpose statement, “working with our community” is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.

- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (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, including promoting HBRC in a positive manner, 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 other 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.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

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, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. 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.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications and Experience required

- Relevant Bachelor's degree or equivalent tertiary qualification.
- An understanding of the relevant Transport Acts and the Transport Outcomes and Mode Neutrality Framework
- Minimum of 2 years' experience in policy development and/or local government experience would be an advantage
- Valid driver's licence required

Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Project, PowerPoint and other database and information management systems
- Analytical skills.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

Personal Attributes

- Sound judgement and initiative
- Have a positive approach to change by responding to changes in job demands, adapt new strategies, and create a commitment to change in others.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives, and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name