

Part One: Job Description

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| **Job title:** | Road Network Operations ManagerRuamāhanga Roads | **Location:** | Dalefield Road Carterton |
| **Status:** | Permanent | **Effective:** | April 2022 |
| **Team:** | Infrastructure Services |  |  |

1. **Role of Ruamāhunga Roads**

The Ruamāhanga Roads shared service aims to become the “best transport unit” in New Zealand by working together to connect communities, and meet current and future needs of the South Wairarapa and Carterton District Councils, along with Department of Conservation assets within the two council areas.

1. **Position Purpose:**
* To provide operational service delivery excellence and leadership in the delivery of the Land Transport Programme in partnership with the New Zealand Transport Agency (NZTA)
* To provide assurance to the community and NZTA that the councils’ Land Transport Programme is well managed, provides value for money, and is delivered according to the Road Safety Strategy
* To take a strategic, forward looking approach to ensure the Land Transport Programme continues to provide appropriate levels of service into the future, taking into account changes in demand, growth and land use patterns
* To deliver the Land Transport Programme within council policy and plans, legislative and NZTA requirements.
1. **Organisation Context:**

South Wairarapa District

Council

Carterton District

Council

Chief Executive

Chief Executive

General Manager Partnerships and Operations

Infrastructure Services Manager

Roading Transport Manager (Ruamāhanga Roads)

Road Network Operations Manager

1. **Important Functional Relationships:**

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| **External** | **Internal** |
| * Contractors & Consultants
* Territorial Local Authorities
* Ratepayers and Public
* Government Departments and SOE’s
* Utility Companies
* Auditors
* DOC
* CDC
* NZTA
* GWRC
* REG
* Kiwi Rail
* Wairarapa Road Safety Manager
* Surveyors and Resource Management Companies
 | * Mayor and Councillors
* Chief Executive
* Senior Management Team
* Council staff
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| 1. **Role of a Council Staff Member**
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| The primary role of every Council staff member is to:* Actively contribute to the achievement of Council’s strategic goals and objectives
* Provide a quality customer service experience that achieves the Community Outcomes, Council’s Vision and levels of service in a cost effective and sustainable manner
* Be responsible and accountable for the delivery of job specific responsibilities in line with their Department’s programme of work
* Achieve the position objectives, accountabilities, job related and behaviour key result areas in an effective manner
* Role model behaviours and attitudes that support Council’s Vision, Purpose, Values and foster positive relationships that are built on trust and respect
* Actively contribute to and participate in organisational improvement, professional development opportunities and continuous improvement initiatives.
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1. **Key Result Areas**

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| **Contract Management** | * Ensure Sealed and unsealed pavement maintenance, signs maintenance, Bridge maintenance and vegetation control is managed and delivered in an efficient and safe manner
* Deliver the annual Reseal and Pavement renewals are delivered within budget and to a high standard
* Deliver Low Cost Low Risk programme
* Maintain exemplary level of contract delivery practices
* Ensuring documentation, supporting administration and contract management processes are of a high standard and correct
* Ensuring contractors and consultants carry out their duties in a diligent and courteous manner and meet safety requirements as set out in the Health and Safety legislation
* Ensuring all communications and instructions are recorded and appropriately filed
* Liaise with Department of Conservation about maintaining their local network in an efficient manner
* Inspect emergency works such as storm damage and repairs and check on safety procedures, notifications, repairs, and reinstatement quality and procedure
* Inspections & Audits of Temporary Traffic Management (TTM)
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| **Policy, Strategies and Communications** | * Proactively advising the Roading Transportation Manager on Roading matters and preparing budgets and reports as requested
* Develop and implement strategies that advance service delivery for the Roading Network
* Liaising with other Assets Group staff, other Council departments and consultants to ensure full and adequate technical input is achieved into Roading activities
* Providing appropriate and timely technical input into projects and processes delivered by other Council departments
* Attending Council, Community Board, and interest group meetings to report on Roading matters
* To manage the relationship with GWRC in relation to roading matters and resource consents
* Assisting the Roading Transportation Manager with the management, development and updating of the Roading Activity Management Plan to ensure all legislative and Council requirements are met including implementing the improvement plan
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| **Relationships** | * To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork to resolve issues
* To ensure that Ruamāhanga Roads and Council are always promoted in the best possible light by providing a superior customer service focused frontline
* Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with
* Maintain and develop a network of relevant contacts to ensure that communication channels are kept open
* Be proactive in ensuring development of a team orientated environment
* Operate collegially with other Ruamāhanga Roads staff and provide backup support for one another to cover absences and changing workflow pressures
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| **Information Management and Administration** | * Maintain records for all work as required for input into the RAMM system to ensure it delivers the required asset information for managing the roading assets
* Maintain and improve data quality for REG PMRT scoring
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| **Review of Non-compliance** | * Investigate causes and reasons for either response times or specifications not being met
* Review current processes and recommend improvements as appropriate to Council for consideration
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| **Health, Safety and Risk**  | * Actively participate in health and safety (H&S) responsibilities as outlined in Council’s Health and Safety Systems
* Demonstrate compliance with all H&S requirements (accident reporting, hazard management, PPE, training, audit & review, SOPs, etc) and promotes an awareness of the responsibilities associated with the position as outlined in Council’s H&S Systems
* Actively promote and support H&S, wellbeing initiatives and a culture of responsibility and accountability for H&S in the workplace
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| **Corporate Contribution** | * Participate as a member of the Ruamāhanga Roads Team, making a full contribution to team and organisational initiatives
* Behave consistently with the CDC Vision, Mission and Values
* Foster co-operation and aid communication between teams, units and groups
* Look for opportunities to improve systems, processes and work practices – both within your own position and Ruamāhanga Roads as a whole
* Assist the organisation’s Emergency Management Unit in the event of a major disaster
* Attend appropriate courses to maintain ongoing knowledge and training.
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**Part Two: Qualifications, Skills and Experience**

* Tertiary qualification such as Diploma in Civil Engineering or Highway equivalent, REA or BE (Civil)
* Minimum of five to ten years’ experience in an engineering position where roading duties at a professional level have been a feature.
* Legislative framework including the Local Government Act, Resource Management Act, Transit Act and the Land Transport Act as it relates to the roading
* Understands NZTA Procedures
* Experience in setting and maintaining budgets
* Risk Management practitioner
* Has the ability to prepare accurate budgets and control expenditure
* NZS 3910 competent
* NZS 4404 competent
* Possesses a good understanding of asset management principles, the development of asset management plans and strategic development principles in the management and operation of the Assets
* Understands both local government and private sector contracting requirements and techniques
* Be competent with office procedures, equipment and computer software programmes including accounting systems, spreadsheets, databases Microsoft Word and Microsoft Project
* Specific experience with the RAMM database
* Current driver’s licence

**Personal Capabilities**

* Strategic Awareness - Establishing a course of action to accomplish a long-range goal or vision; allocating resources – human, material and financial; defining intermediate goals and contingencies
* Leadership - Effectively plans, organises, leads and controls to achieve effective group outcomes
* Change Management - Initiating and leading the management of change to achieve organisational / team goals
* Collaboration - Working effectively with others in the organisation outside the line of formal authority (such as peers in other units or senior management) to accomplish organisational goals
* Conflict Management - Recognising conflict and bringing it out into the appropriate situation for resolution by applying effective conflict management approaches and techniques
* Political Awareness - Understands the workings of local government. Recognises the boundaries between governance and management/administration and acts accordingly. Applies understanding of organisational culture and climate to decisions and actions
* Project Management - Planning and overseeing the achievement of a goal or objective within a certain timeframe by dividing it into a set of sequenced and inter-related actions or tasks, monitors and troubleshoots the achievement of tasks
* Professional Skills - sound working knowledge of the principle of e.g. planning, customer service, accounting, engineering
* Demonstrated understanding of and ability and willingness to keep up to date with the relevant acts and Council policy
* Objectivity---the ability to maintain an open mind and where necessary, to seek innovative solutions whilst not compromising in situations where there is no room for negotiation
* High integrity evidenced in life and behaviour
* ‘Can-do’ attitude and avoids starting replies with, “No”, or, “It can’t be done”
* Self-disciplined to manage large workloads
* A strong customer focus and relationship management skills
* Sound political acumen
* A team player

**Personal attributes and behavioural competencies**

**WORKING CO-OPERATIVELY**

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

**ANALYSIS (PROBLEM IDENTIFICATION)**

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

**JUDGEMENT (PROBLEM SOLUTION)**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

**LEADERSHIP (INFLUENCE)**

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

**ORGANISATIONAL AWARENESS**

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

**CLIENT SERVICE ORIENTATION**

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

**EXTRA-ORGANISATIONAL AWARENESS**

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors

**WORK STANDARDS**

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

**PLANNING AND ORGANISING**

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

**PROJECT PLANNING**

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

**INTEGRITY**

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

**COMMUNICATION**

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.