

Roading Network Operations Officer

Part one: Job Description

Job title:	Roading Network Operations Officer	Location:	Dalefield Road, Carterton
Status:	Permanent full time	Effective:	September 2023
Team:	Infrastructure Services		

1. Role of the Infrastructure Services Team:

The Infrastructure Services Team supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes through the management of infrastructure services and functions including Water Services (Drinking Water, Wastewater, Stormwater and Water Races), Asset Management, and Roding.

2. Role of Ruamāhanga 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 Carterton District Council (CDC) and South Wairarapa District Council (SWDC), along with Department of Conservation (DOC) assets within these areas.

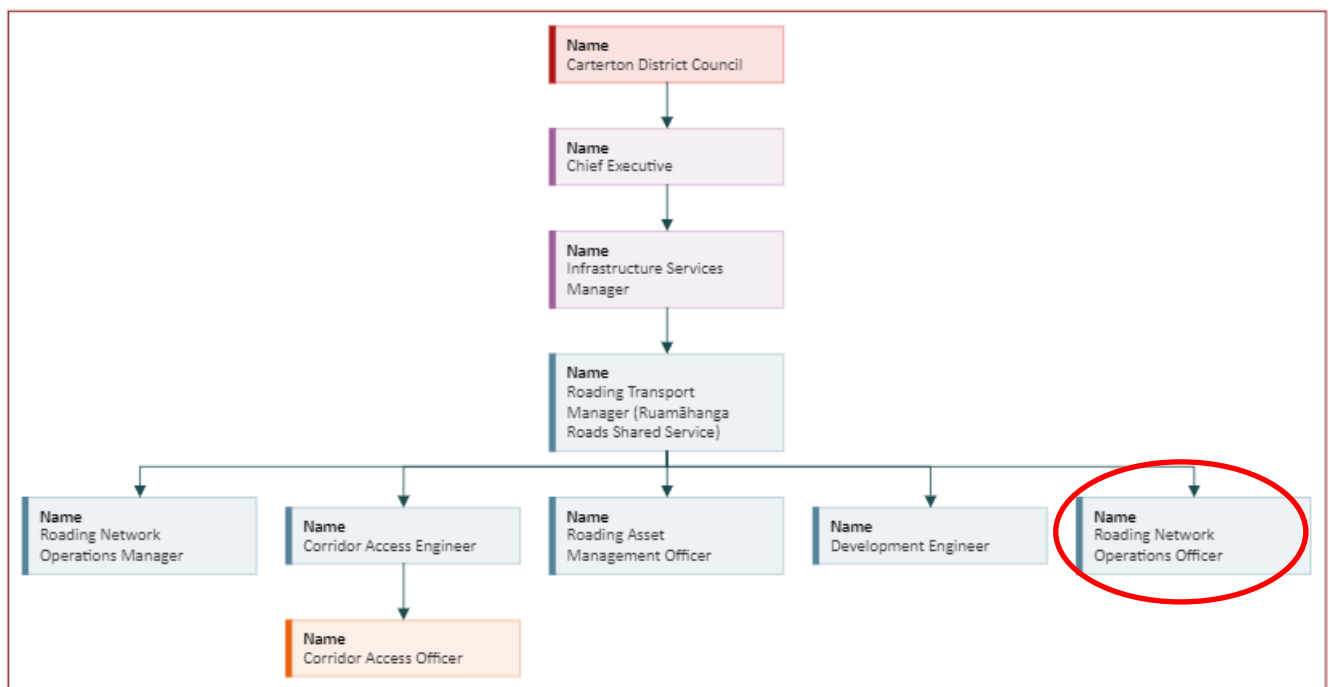
3. Purpose of the Role

The purpose of the Roding Network Operations Officer is to support the delivery of roading services to achieve strategic objectives across the Carterton and South Wairarapa Districts and contribute to community wellbeing outcomes.

4. Responsibilities

- Support the delivery of the Land Transport Programme within council policy and plans, relevant legislation, and Waka Kotahi requirements.
- Provide assurance to the community and Waka Kotahi that the councils' Land Transport Programme is well managed, provides value for money, and is delivered according to the Road Safety Strategy.
- Support a strategic, forward-looking approach to ensure the Land Transport Programme continues to provide appropriate levels of service into the future, considering changes in demand, growth and land use patterns.
- Support corridor access services including the oversight, review, and management of requests for road corridor access, traffic management plans, and road closures as required.

5. Organisation Context:



6. Working relationships/reporting lines

The Roding Network Operations Officer formally reports to the Roding Transport Manager, and also receives strategic direction from the Councils' Asset Development Engineer. The role has no direct reports.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

External relationships	Internal relationships
<ul style="list-style-type: none"> • Carterton & South Wairarapa District ratepayers/ residents • Iwi and mana whenua • Other Local Authorities including Greater Wellington Regional Council • Waka Kotahi NZ Transport Agency (NZTA) • Central government agencies • Kiwirail • Wairarapa Road Safety Manager • Surveyors and Resource Management Companies • External Contractors • Regional networks • Ruamāhanga Roads maintenance contractor 	<ul style="list-style-type: none"> • Mayor and councillors including their committees and advisory groups • Chief Executive • Executive Leadership Team and other Managers • Infrastructure Services Team members • Ruamāhanga Roads Team • Waters Team members • Planning Team members • Other CDC & SWDC council units

7. Key Result Areas

Key result areas	Expected Outcomes
Programme Delivery	<ul style="list-style-type: none"> • Ensure sealed and unsealed pavement maintenance, signs maintenance, bridge maintenance and vegetation control is managed and delivered in an efficient and safe manner. • . • Ensure documentation, supporting administration and contract management processes are of a high standard and correct. • Ensure contractors and consultants carry out their duties in a diligent and courteous manner, and meet safety requirements as set out in Health and Safety legislation. • Liaise with DOC about maintaining their local network in an efficient manner. • Inspections & audits of Temporary Traffic Management (TTM). • Support corridor access services including the oversight, review, and management of requests for road corridor access, traffic management plans, and road closures as required.
Programme Management	<ul style="list-style-type: none"> • Report monthly to the Roding Transport Manager on maintenance activities, non-financial achievements, financial performance and programme. • Proactively advise on any other relevant roading matters, budget preparations and reports as requested. • 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. • Assist the Roding Transport Manager with the management, development and updating of the Roding Activity Management Plan to ensure all legislative and council requirements are met including implementing the improvement plan. • Ensure all communications and instructions are recorded and appropriately filed. • Manage customer service requests in line with council service request process. • Manage service requests assigned to the maintenance contractor.
Programme Development	<ul style="list-style-type: none"> • Liaise with other council departments and consultants to ensure full and adequate technical input is achieved into roading activities. • 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. • Investigate causes and reasons for either response times or specifications not being met.

	<ul style="list-style-type: none"> • Maintain and improve data quality for REG PMRT scoring.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Act as an ambassador for Council and its services. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act within professional guidelines and Council policies at all times. • Participate in Council's emergency preparation and response as practicable, including working with the Emergency Operations Centre when directed. • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the Infrastructure Services Manager.

Part two: Person Specification

1. Qualifications, skills and experience

- Tertiary qualification such as Diploma in Civil Engineering or Highway equivalent, REA or BE (Civil).
- Knowledge of relevant legislative framework including the Local Government Act, Resource Management Act, Transit Act and the Land Transport Act, as it relates to the roading.
- An awareness of asset management principles, the development of asset management plans, and strategic development principles in the management and operation of assets.
- 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 would be desirable
- Current NZ Driver's Licence.

2. Personal attributes

- Ability to use initiative, analyse problems and formulate appropriate solutions.
- Skilled in data analysis, valuation and interpretation.
- A strong communicator who can work collaboratively across a range of managers, teams, contractors, and community stakeholders.
- Comfortable working under pressure with an ability to manage own workloads and priorities to achieve deadlines.
- Ability to maintain excellent relationship and stakeholder management skills.

3. 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.