

Position Details	
Title	Coordinator - Roothing
Location	Westport
Date	September 2017
Purpose To coordinate the work programmes and tactical framework under the Roothing portfolio	

Dimensions			
Group	Assets Infrastructure	and	Reports To Manager - Utilities & Services
Function	Utilities & Services	Basis	Full-Time, Permanent
Number of Staff			
<ul style="list-style-type: none"> • Direct: 1 (Part-Time) • Indirect: Nil 			
Financial Delegations According to relevant Council policy			

Core Values
Community Driven - We are committed to making a difference in the community we call home
One Team - Shared direction, shared effort
Future Focussed - We seek solutions that are fit for the future
Integrity - Open and honest in decisions and action
We Care - About people and place

Key Relationships	
Internal	Roading Staff Functional Managers (including Line Manager) Group Manager Portfolio Coordinators, Asset Owners and Programme Managers Project Control Groups Financial Accountant Planning Team Leader Chief Executive Elected Mayor and Councillors
External	Ministry of Transport New Zealand Transport Agency Transport and Road Safety Committees Audit NZ Civil Defence Regional and Other District Councils Community Groups, Boards and Societies CCO and CCTO Consultants and Contractors Customers and Community Members Tangata Whenau and Iwi

Key Roles
<ul style="list-style-type: none"> ● Commitment to safety and environment - zero harm is Council's number one priority ● Manage the Roading work programmes supporting Council's Annual Plan: <ul style="list-style-type: none"> ○ Local Roads ○ Special Purpose Roads ○ Planning, Investment and Safety ● Establish and maintain the tactical asset management activities for Roading ● Achieve value-for-money objectives in terms of scope, schedule, budget, quality, risk and customer service on behalf of stakeholders ● Perform assigned emergency response duties as required by Civil Defence Controller, Group Manager or Chief Executive

Key Responsibilities		
Result Areas (Priorities)	Means (Objectives)	KPI's (Targets)
<p>Deliverables</p> <p>% of job: 40%</p> <p>Deliver operational and strategic objectives set for the Rooding portfolio</p>	<ul style="list-style-type: none"> • Monitor, control and influence the successful implementation of the annual Rooding work programmes • Develop, maintain and be accountable for the Rooding asset management framework 	<ul style="list-style-type: none"> • Cost Performance Indicator (CPI = Earned Value/Actual Costs) and Schedule Performance Indicator (SPI = Earned Value/Planned Costs) for all work programmes to be > 1.0 • Complete Rooding Activity Management Plan (AMP) to agreed timeframe
<p>Capabilities</p> <p>% of job: 20%</p> <p>Apply and share knowledge, experience and skills whilst pursuing continuous improvement and professional growth</p>	<ul style="list-style-type: none"> • Mentor team members in areas of expertise • Actively seek learning and training towards qualifications aligned with your role and career development 	<ul style="list-style-type: none"> • Prepare and deliver at least one team presentation per annum on knowledge area or expertise relevant to your role or portfolio • Maintain Learning and Development action plan and attend at least one training or education opportunity per annum aligned with your role or portfolio
<p>Social</p> <p>% of job: 20%</p> <p>Represent Council in a positive and respectful manner</p>	<ul style="list-style-type: none"> • Demonstrate core values when liaising with team members and stakeholders • Communicate clearly and effectively in a timely manner 	<ul style="list-style-type: none"> • Resolve all formal conduct complaints received in accordance with Complaints Policy • Complete quarterly portfolio status update reports for review with Line Manager

Key Responsibilities		
Result Areas (Priorities)	Means (Objectives)	KPI's (Targets)
<p>Compliance</p> <p>% of job: 10%</p> <p>Work ethically within the local government framework</p>	<ul style="list-style-type: none"> • Apply Council policies, procedures, processes • Identify and follow all relevant legislation 	<ul style="list-style-type: none"> • Zero breaches of authorised Council policy • Zero breaches of legislative or statutory requirements
<p>Client Satisfaction</p> <p>% of job: 10%</p> <p>Recognise and value Council stakeholders</p>	<ul style="list-style-type: none"> • Follow through with commitments and keep stakeholders informed • Seek opportunities for constructive feedback 	<ul style="list-style-type: none"> • Maintain task status within Customer Request system and review on monthly basis with Line Manager • Maintain Lessons Learned action plan and review on monthly basis with Line Manager

Person Specification			
Selection Criteria		Essential Criteria	Highly Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Tertiary qualifications in Engineering, Construction Management or related technical discipline • Demonstrated knowledge of roading design, construction, maintenance and repair methods for sealed, unsealed, drainage, bridges, crossings and culverts • Demonstrated competencies in risk assessment, design development, scheduling, cost estimating, technical specifications and H&S systems • Demonstrated procurement experience in the tendering and administration of consultant engagements and large construction contracts in accordance with NZS3910 • Proven ability to manage work programmes which are high profile, complex or political in nature • Demonstrated experience in a similar role and responsibilities • Demonstrated knowledge of NZTA activity classes, FAR, TIO and RAMM database requirements • Demonstrated experience in NZTA planning and investment strategies and ONRC efficiency programmes • Demonstrated experience with contestable government and NZTA funding sources • Demonstrated knowledge of local government policies and procedures 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

Person Specification			
Selection Criteria		Essential Criteria	Highly Desirable
Leadership Capability	<ul style="list-style-type: none"> • Exemplary staff management capability • Excellent leadership methods and techniques • Ability to delegate effectively • Ability to build positive working relationships and align stakeholder expectations • Ability to manage all levels of consultation, utilising influence and negotiation skills to achieve desired outcomes • Ability to lead organisational and cultural change • Ability to lead strategic initiatives and long-term planning 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Skills and Attributes	<ul style="list-style-type: none"> • High level computer literacy • Advanced skills with project management software (eg MS Project, MS Excel) • Strong customer service focus • Advanced planning and problem solving skills • Excellent time management skills • Excellent listening, interpersonal and presentation skills • High level of written and oral communication skills, including the ability to produce clear, concise reports • Honesty, integrity and reliability • Professional and courteous manner 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

Person Specification			
Selection Criteria		Essential Criteria	Highly Desirable
	<ul style="list-style-type: none"> • Energetic, self-motivated, can-do attitude • A positive, collaborative team player • Resilience and ability to cope under pressure • Capacity to manage Council assets in accordance with the Activity Management Plan (AMP) • Capacity to deliver agreed levels of service within specified programme constraints • Capacity for innovation and creativity • Appreciation of the political and sensitive nature of Local Government 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

Resources	
Systems and Processes	<ul style="list-style-type: none"> • Council policy and procedures applicable to the position
Information Technology	<ul style="list-style-type: none"> • Use of Council computer and smartphone as required for the position
Vehicle	<ul style="list-style-type: none"> • Use of Council vehicle as required for the position
Health and Safety	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) as required for the position • Inductions and H&S training as required for the position

Additional Information	
Probation	<ul style="list-style-type: none"> • A three (3) month probationary period will apply to this position
Prerequisites	<ul style="list-style-type: none"> • A current motor vehicle drivers licence is mandatory for this position • Must have the right to live and work in New Zealand
Normal Hours	<ul style="list-style-type: none"> • 40 hours per week, Monday to Friday
Flexibility	<ul style="list-style-type: none"> • Work outside of normal hours or travel outside of the district may be required on occasion to meet the needs of the position
Diversity	<ul style="list-style-type: none"> • Council proudly promotes the principles of Equal Employment Opportunities and fosters a culture of diversity to represent the communities of our district
Mission	<ul style="list-style-type: none"> • To serve the residents of the Buller district, conscious of their needs, by providing facilities and services and creating an appropriate environment for progress and development while preserving the distinctive natural environment, as well as the cultural and historical environments

Attachment A – Organisational Context

