Position Description – Team Leader Transport & Roading

The position reports to: Infrastructure Operations & Capital Works Manager

Grade: Under review

Hours of work: Full-time – 40 hours per week

Position Purpose:

As the Team Leader Transport & Roading, this position is responsible for managing day-to-day transport and roading operations and capital works to ensure the continuous provision of a safe and accessible transport system, at appropriate levels of service, for all road users and the wider community

As a member of the Infrastructure Operations and Capital Works department, this role also provides frontline leadership for the delivery of the transport and roading capital and renewals programme. The Team Leader Transport works closely with the Infrastructure Operations & Capital Works Manager, programme/project managers and the Project & Procurement Adviser to ensure that capital works are planned, procured and delivered safely, efficiently and in alignment with NZTA Waka Kotahi funding, Council's strategic transport plans and asset management frameworks.

The Infrastructure Services Group is also responsible for overall Asset Management, and this role involves ensuring that information is provided to the Infrastructure Planning team for the asset management spatial and database systems for roads and structures. The Infrastructure Planning Team manages these systems.

The district experiences several annual weather events that trigger landslides and flooding, necessitating investigation and remediation. This role oversees these processes to ensure a safe and comfortable journey.

This position is crucial in ensuring effective planning, investment, maintenance, and operation of our road network in a strategic, consistent, and affordable manner.

The Key areas of responsibility include:

Team Leadership – Operations and Capital Works	• Manage staff reporting to this position to ensure that objectives and good employer obligations are met. • Provide leadership to the Transport Operations & Capital Works Team and manage staff reporting to this position

	(operational and capital delivery staff, providing clear direction and technical support, and ensure staff have clear performance expectations.
Service Delivery and Relationship Management	• Ensuring roading services are delivered in an effective and customer-focused manner. • Develop and maintain effective working relationships with key stakeholders. • Provide technical advice and support to elected members on roading issues to enable them to carry out their defined responsibilities. • Representing Council at local and regional meetings where Council's interests need to be represented, such as the Road Efficiency Group Te Ringa Maimoa (REG), Regional Transport Committee (RTC) etc. • Monitoring contractors' performance on service requests via the Council's Request for Service (RFS) systems. • Undertaking customer liaison.
Technical Advice - Roading and Transport.	• Provide technical advice to internal and external parties on matters relating to roading and transportation. • Clear, concise, appropriate, timely, and accurate delivery of advice.
Capital Works Leadership and Programme Delivery	• Provide day-to-day leadership and coordination for transport and roading capital works and renewals within the Infrastructure Operations and Capital Works department, ensuring clear interfaces between operations, asset planning, and project delivery. • Work with the programme/project managers and Project & Procurement Adviser to scope, programme and prioritise transport capital projects, ensuring they align with NZTA Waka Kotahi investment profiles, Council's Long Term Plan and Roading Asset Management Plan. • Oversee the involvement of transport operations staff and any additional capital works staff (e.g. project managers, technical support officers) in project planning, design reviews, site inspections and commissioning, ensuring that operational and whole-of-life considerations are built into project decisions. • Monitor the performance of contractors and consultants on transport capital works in

	collaboration with project managers, ensuring delivery against scope, budget, schedule, quality, and safety requirements, and that RAMM/GIS asset data is updated following completion. • Contribute to business cases, funding applications, reports and programme reporting for transport capital works, providing technical input and advice to support robust decision-making by the Infrastructure Operations & Capital Works Manager, Infrastructure Planning team and elected members.
Development and Implementation of Roading Strategies, Programme Business Case, and Asset Management Plan	• Assist in the development of the Transport and Roading Strategic Plan in accordance with the Council's Strategic Programmes and in collaboration with the Infrastructure Planning team. • Managing the delivery of assigned key strategic transport and roading and associated capital works programmes initiatives developed as part of the Strategic Planning and Long-Term Plan process. • Providing specialist roading expertise as an input to the development, communication, and implementation of strategic plans • Co-ordinating and leading the development of Business Plans, including Roading Asset Management Plan ensuring alignment with wider Council plans in collaboration with the Infrastructure Planning Team. • Assist the Infrastructure Planning team to ensure the Council's Roading Asset Management Plan is developed in accordance with industry best practice guidelines • Ensure any maintenance, renewals, disposals, and capital works are logged into the RAMM and GIS databases • Clear understanding and management of NZTA Transport Investment Online (TIO)
Financial Management	• Responsible for any budgets that are assigned, both internally and with NZTA. • Responsible for effective management of revenue budgets in excess of $3m per annum and capital budgets of $2m per annum • Ensure the Operations and Group Managers are aware of any potential budget variances.

Planning and Reporting	• Preparation and delivery of Reports to Council, providing input into Long Term Plans and Annual Plans; and Annual Report, Quarterly and Monthly reporting, and other reporting as required.

Deliverables:

Safety	Commitment to safety and environment – zero harm is the Council's number.
Roading & Transport Operations	Lead the Roading & Transport Operations portfolios supporting the Council's Annual Plan.
Roading & Transport Capital Works	Lead the Roading & Transport Capital Works portfolios supporting the Council's Annual Plan.
Asset Management	Support the tactical asset management and infrastructure strategic framework activities led by the Infrastructure Planning team.
Value for Money	Achieve value-for-money objectives in terms of scope, schedule, budget, quality, risk, and customer service on behalf of stakeholders.
Emergency Response	Perform assigned emergency response duties as required by the Civil Defence Controller, Operations Manager, Group Manager, or Chief Executive.

Performance	• Achieve performance goals and expectations and follow leadership instructions on time and to a high standard consistently • Report on progress to plan against own KPIs • Take an active role in own goal setting, learning, and development • Correctly and appropriately use technology as required for the role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment • Comply with all legislation and Council policies • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment • Set a positive example for punctuality, attendance, and work ethic
People & Capability	• Be a positive and constructive team member • Collaborate on cross-team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep oneself and others physically and psychologically safe and well

	• Attend, be prepared for, and engage constructively in all meetings • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels • Have consistently positive interactions externally and with Subcommittees and Elected Members (as required for the role)
Requirements for all staff	• Buller District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partners to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy, or procedure, and ensure that all hazards, risks, and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Buller District Council policies and processes.
Emergency Management requirements for all Council Staff	• Buller District Council has a legislative responsibility to respond to adverse events within our communities. As such, any staff member may be required to assist the Emergency Management Team in responding to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include: • Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event. • Respond to civil defence emergencies or adverse events wherever possible and if it is safe. • Participate in any required Civil Defence exercises to maintain essential services.

Key relationships

Internal	External	Committees/groups
Group Manager Infrastructure Services, Operations Manager Infrastructure Services, Manager Infrastructure Planning, Capital Works Manager, Group Manager Corporate Services, Group Manager Regulatory Services, Group Manager Community Services.	Ministry of Transport & New Zealand Transport Agency, Transport & Road Safety Committees, Ministry for Environment, Ministry for Business, Innovation & Employment, Department of Conservation, Audit NZ, Regional & Other District Councils, Council Controlled Organisations, Consultants, Contractors and Developers.	Civil Defence & Emergency Management, Lifelines & Community Groups, Boards & Societies, Customers & Community Members, Tangata Whenua & Iwi, members of the general public.

Skills and Experience (JD Specific)

Essential	Desirable
• Proven leadership experience with a small team. • Procure and develop physical works packages, including appropriate and well-scoped contract documentation in accordance with Council and NZTA policies and procedures or similar. • Manage and successfully deliver the transport maintenance, operations, and allocated renewals programmes. • Preparing contract documentation, tendering, contract administration, and risk management. • Knowledge of civil construction methods, materials, and products. • Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral, and visual media. • Able to maintain and develop key relationships with internal and external parties. • Computer literate with software proficiency, particularly in MS Excel and RAMM, with an ability to quickly learn and adapt to other applications and systems.	• An understanding of the Council environment. • Successful experience in community engagement. • Knowledge of the Transport Industry and NZTA processes.

• Excellent time management and task prioritisation skills. • Professionalism, honesty, integrity, and reliability • A team player, willing to support others.	

Education, Qualification, Memberships

Essential	Desirable
• Degree in Civil Engineering or equivalent. (Equivalent would include a Diploma in Civil Engineering with demonstrated experience.) • Sound understanding of Contract Management/ Project Management Principles. • Minimum of 5 years' experience in a similar role within local government, consultancy, or civil contracting with demonstrated experience in the roading and transport sector.	• Current STMS Qualification. • New Zealand Conditions of Contract Knowledge, i.e., NZS 391X, etc. • New Zealand Transport Agency and Local Government policies and procedures.