



## Job Description

Job title	Senior Public Transport Planner
Group	Strategy & Science
Section	Transport & Urban Planning
Responsible to	Team Leader Service Planning & Project Delivery
Responsibility for employees	None
Date	September 2021

### Job purpose

This job exists **to efficiently and effectively develop and implement public transport strategies, business cases, services, projects and operational plans.** This position also provides specialist public transport advice to ensure the Council meets its statutory requirements in relation to public transport services.

The job holder is required to take a leading role in public transport planning in the region.

### Functional relationships (relating to others)

External	Purpose and frequency of contact	
• Consultants	• Seeking information and services	Daily
• Government agencies and departments	• Consultation	Weekly
• Other local authorities	• Collaboration	Occasionally
• Technical or legal professionals	• Professional networking	Weekly
• Iwi and other community groups	• Partnership working	As required
• Members of the community	• Consultation and engagement	Weekly
Internal	Purpose and frequency of contact	
• Councillors and staff at all levels within the organisation	• Provision of policy and planning advice (core role)	Occasionally

<ul style="list-style-type: none"> <li>Section managers and project team members</li> </ul>	<ul style="list-style-type: none"> <li>Service delivery</li> </ul>	Daily
<ul style="list-style-type: none"> <li>All other relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration</li> </ul>	Daily
<ul style="list-style-type: none"> <li>Media</li> </ul>	<ul style="list-style-type: none"> <li>Providing information and responding to queries</li> </ul>	Occasionally

## Key result areas

The job encompasses the following major functions or key result areas:

- Operational management.
- Project management.
- Relationship management.
- Corporate contribution.

The requirements in the above key result areas are broadly identified below:

## Key accountabilities

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
<b>1 Operational management</b> <ul style="list-style-type: none"> <li>Providing advice to policy makers on service delivery models and best practice for public transport networks.</li> <li>Develop improved public transport services to support integrated and sustainable growth strategies within the Bay of Plenty region.</li> <li>Research and integrate key local / national / international trends and issues into the planning / delivery process.</li> <li>Provide public transport planning support for the preparation of various regional plans and strategies as delegated by the Regional Council.</li> <li>Provision of specialist public transport advice and reporting.</li> <li>Lead projects that include use of technology to improve service efficiency and customer service.</li> <li>Undertake any other relevant duties as directed by the Manager.</li> </ul>	<ul style="list-style-type: none"> <li>All key planning strategies and documents produced by the Council are appropriately aligned and fulfil legislative requirements.</li> <li>All advice and recommendations are based on sound research and analysis and are provided in a professional and timely way.</li> </ul>
<b>2 Project management</b> <ul style="list-style-type: none"> <li>Provide leadership and direction to public transport projects. Ensure contributors know what they are required to do and by when.</li> <li>Prepare and monitor relevant project budgets.</li> <li>Monitor external contracts with third party suppliers, ensuring satisfactory performance.</li> </ul>	<ul style="list-style-type: none"> <li>Project contributors understand the objectives. The project is effectively managed; work is completed on time and within budget.</li> <li>Project appropriately funded and managed.</li> <li>Contract outputs successfully achieved.</li> </ul>

Key accountabilities (jobholder is responsible for)	Key accountability measures (jobholder is successful when)
	<ul style="list-style-type: none"> <li>Ensure that project outcomes meet quality standards and legislative requirements, and are delivered within agreed timeframes and budgets.</li> </ul>
<b>3 Relationship management</b>	
<ul style="list-style-type: none"> <li>Establish and maintain close working relationships with internal and external contacts including public transport operators, local authorities, ratepayers, landowners, suppliers, consultants, and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Effective, professional relationships and partnerships are developed and maintained with internal and external contacts.</li> <li>Professional image is conveyed in public forums.</li> </ul>
<b>4 Corporate contribution</b>	
<ul style="list-style-type: none"> <li>Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.</li> <li>Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.</li> <li>Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.</li> <li>Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>Hazards are identified and all incidents and accidents are reported.</li> <li>Participate in any wellness programmes, such as stress management training and health monitoring.</li> <li>Council records are created and maintained in corporate information systems, meeting specified information management standards.</li> <li>Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.</li> </ul>

## Delegations

Delegation as set out in the Chief Executive's Delegations Manual.

## Freedom to act

Guidelines and support available to assist the jobholder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If jobholder can make decisions without approval from anyone else, please note that authority.

- In making decisions the job holder will have access to guidance and support from their manager and senior staff, specialist consultants and subject matter experts, procedures and policies. Job holders, as senior staff, are expected to operate with a degree of independence.

## Work complexity

Most challenging duties typically undertaken:

- Maintain a high level of technical knowledge within specialist public transport areas, including particular legislative requirements, standards, contracting requirements planning conditions, technical standards, national policy, issues, trends and initiatives.

## Key projects and programmes

- Bus decarbonisation programme (Bay of Plenty and New Zealand-wide).
- Public Transport Services and Infrastructure Business Case.
- Public transport business cases promoted through the Tauranga Transport System Plan (TSP), including Arataki interchange, Turret Road / 15<sup>th</sup> Avenue, Hewlett's Road sub-area, Arataki Interchange, Otumoetai area etc.
- Bus service optimisation reviews – Tauranga, Rotorua and Eastern Bay.
- Rotorua bus service improvements.
- On-demand service trials.
- Bus fares review.
- Regional Public Transport Plan.
- Travel Demand Management and Behaviour Change programme.

## Person specification

Minimum academic qualifications and experience required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• A relevant Bachelor's degree</li> <li>• A valid driver's licence required*<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate degree in specialised area</li> </ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"> <li>• Experience of at least six years involving a wide range of public transport work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supervising contractors and consultants</li> <li>• Experience gained in a central or local government organisation</li> <li>• Transport engineering experience</li> <li>• Transport modelling experience</li> </ul>

## Key skills / attributes / job specific competencies

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

Advanced knowledge	<ul style="list-style-type: none"> <li>• Professional and technical appreciation of service planning principles and processes</li> <li>• Relevant legislation, regulations and standards</li> <li>• Excellent analytical and research skills, including qualitative and quantitative analysis</li> </ul>
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<sup>1</sup> Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

Working knowledge	<ul style="list-style-type: none"> <li>• Knowledge of financial and budget management</li> <li>• Alternative transport models and their inter-relationship between land use and travel</li> <li>• Well-developed computer ability, including planning related database skills</li> <li>• A broad understanding of the social, economic, cultural and environmental characteristics of the Bay of Plenty region</li> <li>• Strategic planning theory and practice</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Community, cultural and political awareness</li> </ul>

## Personal attributes / key behaviours

- Sound judgement and initiative.
- A genuine interest in public transport.
- The ability to create harmony in a team.
- Ability to anticipate change, remain flexible and to be innovative.
- The ability to influence and persuade by effectively communicating verbally and in writing.
- Proficiency with oral presentations, consultation and report writing.
- The ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- The ability to effectively plan, organise and coordinate to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- The ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- The ability to cope with a variety of work and sometimes difficult situations.
- A high level of courtesy and listening skills.

## Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- Often required to participate in site/field visits.
- Occasionally required to work outside normal hours, as a result of public consultation meetings.
- Occasionally manage and resolve conflict situations regarding policy implementation.

## Change 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.

**Approved:**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

**Discussed with incumbent:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date



## Our values - our journey

### ***A tatou haerenga***

Our values reflect who we are and what is important to us.

Te Pumanawa 'the beating heart of the organisation'.

Our organisational values have been woven together following input from staff across the organisation, now it's up to each of us to bring these values to life in the work that we do every day.

TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do  We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANA (manaakitanga)	KOTAHI (kotahitanga)	WHĀNAU (whanaungatanga)
<p><b>Mana</b></p> <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Having strength and courage</li> <li>▪ Being a positive influence</li> <li>▪ Being proud and courageous</li> <li>▪ Professionalism</li> </ul> <p><b>Manaakitanga</b></p> <ul style="list-style-type: none"> <li>▪ Trust and respect</li> <li>▪ Reciprocity (sharing)</li> <li>▪ Nurture/support</li> </ul> <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means 'to nurture and support and help each other grow'. When you add the 'tanga' the word is enhanced.</p>	<ul style="list-style-type: none"> <li>▪ Unity</li> <li>▪ Strong emphasis on collaboration</li> <li>▪ Being inclusive</li> <li>▪ Nurturing a positive team spirit</li> <li>▪ Sense of ownership</li> </ul> <p>Kotahi means 'as one'. Adding the 'tanga' accentuates the word, giving it a wider meaning, bringing us together – 'strength in unity'.</p>	<ul style="list-style-type: none"> <li>▪ Strong focus on relationships.</li> <li>▪ Having fun and being happy</li> <li>▪ Socialising, including the importance of friends</li> <li>▪ Supporting each other</li> </ul> <p>Whānau means family. Adding the 'tanga' extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>