

Job Description

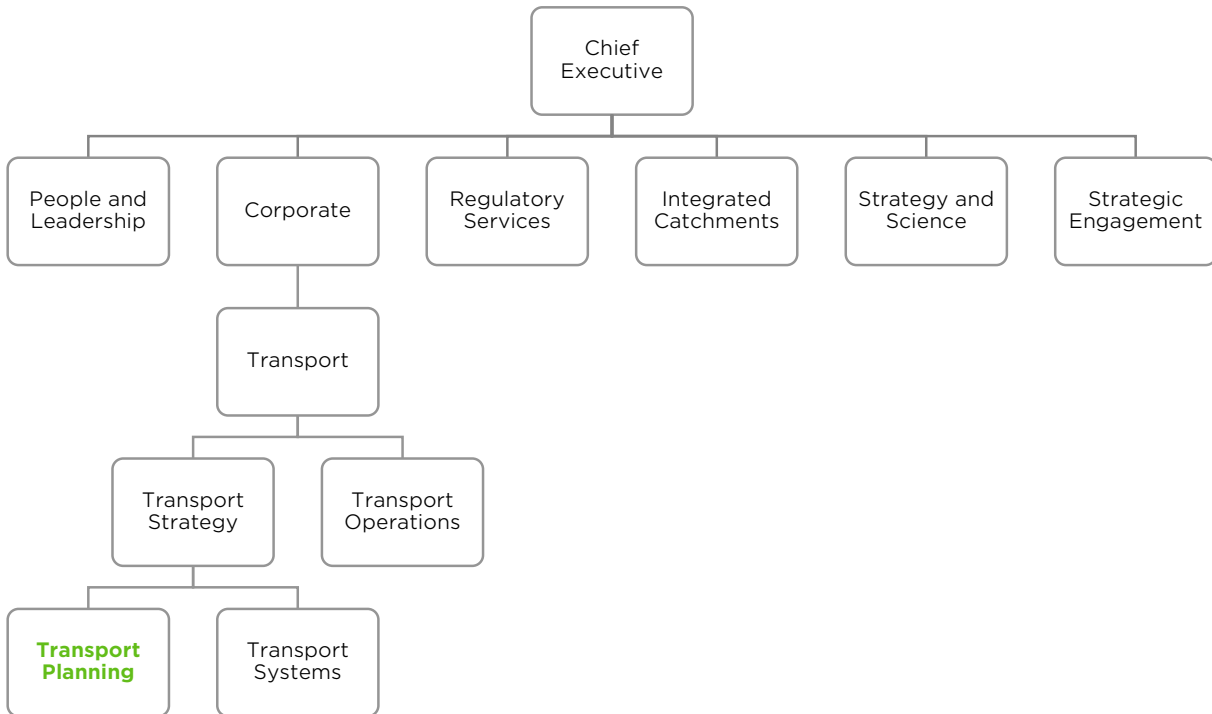


Job title	Senior Transport Planner (Investment)
Group	Corporate
Section	Transport Strategy
Responsible to	Team Leader, Transport Planning
Responsibility for employees	None
Date	November 2025

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga.
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction.
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: - o He taiao ora - a healthy environment, - o He hāpori mata-hī awatea - future ready communities, - o Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, - o He whanaketanga mauri tū roa - Sustainable development, - o Te Ara Poutama - The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

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 advice to ensure the Council meets its public transport statutory requirements and ensures Council meets its obligations to NZTA as public transport funders.

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

Functional relationships

External	Purpose and frequency of contact	
• Government and Crown Agencies	• Coordinating and facilitating interactions; collating and sharing information	Frequently
• Staff from Territorial Authorities, NZTA and other organisations	• Managing relationships; coordinating and facilitating interactions; planning; and collating and sharing information	Frequently
• Iwi and Hapū Groups	• To consult, form collaborative partnerships and maintain networks	As required
• Community groups and the public (customers, landowners, ratepayers)	• Engagement; formal consultation; gathering and sharing information	As required
• Public (customers, landowners, ratepayers)	• Engagement; formal public consultation; sharing information	As required
• Professional advisors, consultants and suppliers	• Obtaining technical advice	As required

Internal	Purpose and frequency of contact	
Elected members	Provision of policy and planning information/advice; presenting reports/workshops	Regularly
Transport section managers and project team members	Service/project planning and delivery	Daily
Council finance team and all other relevant staff	Collaboration; provision of transport policy and planning advice	Regularly

Key result areas

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

1. Operational management.
2. Project/programme management.
3. Relationship management.
4. Corporate contribution.

Key accountabilities

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

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operational management	
- Provide advice to policy makers on best practice for public transport service design and delivery. - Develop improved public transport services to support integrated and sustainable growth strategies within the Bay of Plenty region. - Research and integrate key local / national / international trends and policy into the planning / delivery process. - Provide public transport planning support for the preparation of various regional plans and strategies as delegated by the Regional Council. - Provide specialist financial policy/investment advice and reporting, including identifying opportunities for cost efficiency and funding optimisation. - Seek opportunities - Lead projects that include use of technology to improve service efficiency and customer service.	- All key planning strategies and documents produced by the Council are appropriately aligned and fulfil legislative requirements. - All advice and recommendations are based on sound research, interpretation and analysis and are provided in a professional and timely way. - Council meets its obligations to NZTA as public transport funders

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
Undertake any other relevant duties as directed by the Manager.	
2. Project/programme management	
- Provide leadership and direction to public transport projects. Ensure contributors know what they are required to do and by when. - Prepare and monitor relevant project/programme budgets. - Monitor external contracts with third party suppliers, ensuring satisfactory performance. - Provide financial management support and oversight to the Transport team.	- Project contributors understand the objectives. The project is effectively managed; work is completed on time and within budget. - Project/programme appropriately funded and managed. - Contract outputs successfully achieved. - Ensure that outcomes meet quality standards and legislative requirements, and are delivered within agreed timeframes and budgets.
3. Relationship management	
Establish and maintain close working relationships with internal and external contacts including public transport operators, local authorities, funders, consultants/contractors and stakeholders.	- Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. - Professional image is conveyed in public fora.
4. Corporate contribution	
- Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems. - Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015. - Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard. - Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	- Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Hazards are identified and all incidents and accidents are reported. - Participate in any wellness programmes, such as stress management training and health monitoring. - Council records are created and maintained in corporate information systems, meeting specified information management standards. - 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.

Delegations

Delegations as set out in the Chief Executives 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 legislative and funding requirements, standards, contracting requirements, planning conditions, technical standards, national policy, issues, trends and initiatives.
- Provide timely and reliable advice and reports.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
• A relevant Bachelor's degree • A valid driver's licence required*1	• Post graduate degree in specialised area

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
• Experience of at least six years working in transport.	• Experience working with/supervising consultants • Experience gained in a central or local government organisation • Transport and/or financial modelling experience

Key skills / job specific competencies

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

Advanced knowledge	• Professional and technical appreciation of policy development processes • Relevant legislation, regulations, national policy and standards • Excellent analytical and research skills, especially quantitative analysis • Knowledge of financial and budget management • High level of computer ability, particularly with Excel
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¹ 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	• Alternative transport models and their inter-relationship between land use and travel • A broad understanding of the social, economic, cultural and environmental characteristics of the Bay of Plenty region • Strategic planning theory and practice
Awareness	• Community, cultural and political awareness

Personal attributes / key behaviours

- Sound judgement and initiative.
- A genuine interest in public transport.
- 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 travel within or outside Bay of Plenty region.
- Occasionally required to work outside normal hours, for example public consultation activities.
- 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.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date