

# Job Description

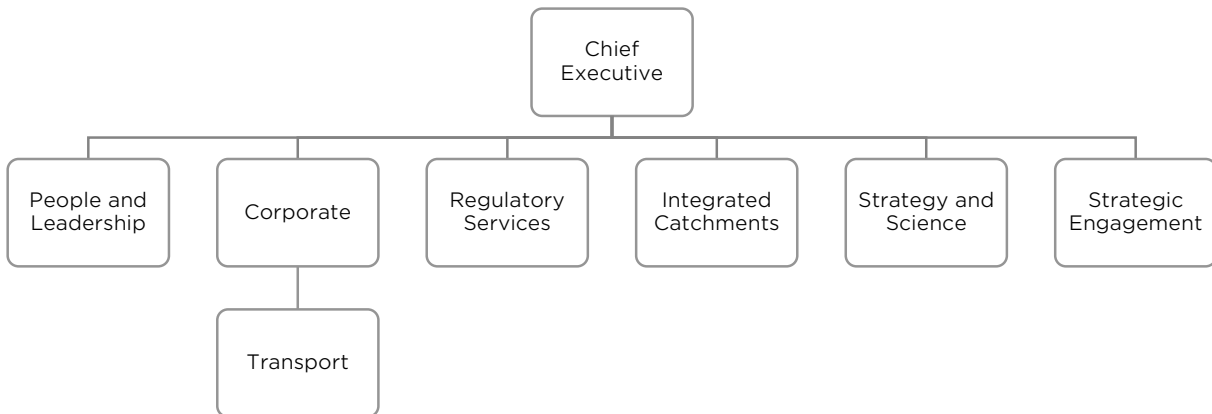


Job title	Business Analyst (Transport)
Group	Corporate
Section	Transport
Responsible to	Team Leader, Transport Systems
Responsibility for employees	None
Date	September 2025

## 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	<p>Our community outcomes describe what we're working towards achieving for the Bay of Plenty:</p> <ul style="list-style-type: none"> <li>○ He taiao ora - a healthy environment,</li> <li>○ He hāpori mata-hī awatea - future ready communities,</li> <li>○ Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities,</li> <li>○ He whanaketanga mauri tū roa - Sustainable development,</li> <li>○ Te Ara Poutama - The Pursuit of Excellence.</li> </ul> <p>Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.</p>

## 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 provide analytical, financial and information management support to improve operational effectiveness in the development of policy and delivery of the Bay of Plenty Regional Council's Public Transport Activity as mandated by the Land Transport Management Act 2003, Local Government Act 2002, and other legislation.

## Functional relationships

External	Purpose and frequency of contact	
• Consultants	• Relating	Periodically
• Government agencies and departments	• Relating, advising/liaising	Frequently
• Other local authorities	• Relating, advising/liaising, influencing	Periodically
• Technical or legal professionals	• Relating	Periodically
• Passenger transport contractors and operators	• Relating, advising/liaising, influencing	Frequently
• Iwi and other community groups	• Relating, advising/liaising, influencing	Periodically
• Members of the community	• Providing information and responding to queries	Frequently

Internal	Purpose and frequency of contact	
• Councillors and staff at all levels within the organisation	• Relating, advising/liaising	Periodically
• Section managers and project team members	• Collaborating	Daily

## Key result areas

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

1. Job Specific Accountabilities
2. Relationship Management
3. 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)
<b>1. Job specific accountabilities</b>	
<ul style="list-style-type: none"><li>• Support the Team Lead with the budget planning process for the development of Long Term and Annual Plans.</li><li>• Provide financial and non-financial analysis/data to support the delivery of Long Term and Annual Plan projects, programmes and activities and to report on that delivery.</li><li>• Monitor the delivery of the Council's WAKA KOTAHI-approved land transport programme; prepare and submit review items as required and provide financial and non-financial analysis/data to report monthly, quarterly and annually to WAKA KOTAHI and Council on the delivery of the programme.</li><li>• Identify business processes within the team that can be transformed where there is a demonstrable value and fit with strategic direction and implement those changes.</li><li>• Own the data generated through electronic ticketing systems, etc, and ensure its quality, timeliness and accessibility.</li><li>• Analyse data to support policy development and identify opportunities to improve operational effectiveness.</li><li>• Contribute to wider Council-level responses and workflows (including those of the Chief Executive and Chairman), to correspondence, information requests, papers and speeches</li><li>• Undertake any other relevant duties as directed by the Team Lead.</li></ul>	<ul style="list-style-type: none"><li>• All advice and recommendations are based on sound analysis and are provided in a professional and timely way.</li><li>• Patronage and other data is current, correct and stored according to Council practice.</li><li>• Council meets its WAKA KOTAHI reporting requirements in a professional and timely way.</li><li>• Council Long Term and Annual Plan reporting requirements are met in a professional and timely way.</li><li>• Contracts operate within budgets and contractors deliver the level of service that Council has contracted to pay for and receive timely payment for doing so.</li><li>• Any additional duties are completed to appropriate standards.</li></ul>
<b>2. Relationship management</b>	

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<ul style="list-style-type: none"><li>Establish and maintain close working relationships with internal and external contacts including 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>3. 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

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.

- The job holder's work is subject to broad instructions both from their Manager and policy documents and procedures (e.g. Transport Activities Procurement Strategy). They will seek guidance from their General Manager, Manager, Senior team members, peers at other regional councils, and specialist legal and technical/subject matter experts. Job holders are expected to operate with a degree of independence.

## Work complexity

Most challenging duties typically undertaken:

- Designing systems and procedures for data analysis and modelling including reporting from a new ticketing system, real time and journey planning systems and new western Bay of Plenty Sub-region bus network.
- Supporting the team in budget planning, forecasting and management reporting.

- Providing financial support for administering public transport contracts.
- Working across the team, other Council teams, district councils and the WAKA KOTAHI to prepare, monitor and report on the delivery of the Council's WAKA KOTAHI-approved land transport programme.

## Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• A relevant Bachelor's degree or equivalent tertiary qualification.</li><li>• A valid driver's licence required*<sup>1</sup></li></ul>	<ul style="list-style-type: none"><li>• Post-graduate qualification in a relevant area.</li><li>• Project management qualification.</li><li>• ITIL Certification</li></ul>

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none"><li>• A minimum of four years relevant post-qualification experience.</li><li>• Business analysis and modelling tools experience</li></ul>	<ul style="list-style-type: none"><li>• Experience in the passenger transport industry.</li><li>• Experience gained in a central or local government organisation.</li></ul> <p>Experience operating within political environments.</p>

## Key skills / 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>• Proficiency in MS Word, Excel, Visio, Project, Powerpoint and other database and information management systems Analytical skills.</li><li>• Knowledge of financial reporting systems and requirements.</li><li>• Communicating effectively to convey and interpret data/information.</li><li>• Collaborative work practices to build strong working relationships.</li><li>• Problem solving</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Project and time management principles.</li><li>• Customer service principles.</li><li>• Working within the political environment of local government.</li><li>• A broad understanding of the social, economic, cultural and environmental characteristics of the Bay of Plenty region</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.
- The ability to create harmony in a team.

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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.

- The ability to anticipate change, remain flexible and be innovative.
- The ability to influence and persuade by effectively communicating verbally and in writing.
- Proficiency with verbal presentations, consultation and report writing.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- 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 co-ordinate work 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 on occasion difficult situations.
- A high level of courtesy and listening skills.

### Other requirements

- May require frequent travel within or outside Bay of Plenty region.
- The requirement to work outside of normal hours when necessary.

### 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:

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Manager

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Date

#### Discussed with job holder:

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Employee

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Date