

Job Description



Job title	Manager, Transport Strategy
Group	Corporate
Section	Transport
Responsible to	Director, Public Transport
Responsibility for employees	Team Leader, Transport Planning; Team Leader, Transport Systems; Project Manager, Transport; Programme Coordinator, Transport Strategy. Reports = 16
Date	October 2026

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 (see <i>attached</i>).
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 (see <i>attached</i>).
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, Te mana o te wai - freshwater for life, Kia haumarū, kia pakari te hapori - safe and resilient communities, and Toitū to rohe - a vibrant region. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori	Māori hold a unique role in shaping and contributing to regional leadership and direction.

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 manage assigned teams to plan, invest, develop and deliver a programme that contributes to development and delivery of strategic Transport priorities. This is a pivotal senior leadership role within the Transport function, that oversees BOPRC's statutory transport planning obligations, as well as the system planning and design for the Bay of Plenty transport system, through the management of a pipeline of network and service improvements for Council's passenger transport services.

The role will require strong leadership to influence our partners, along with people-focussed management of the Transport Strategy team. Success will require effective partnering and influencing with local government bodies, central government agencies, and other external partners to deliver Transport outcomes that benefit the Bay of Plenty Community.

Functional relationships

External	Purpose and frequency of contact	
Senior management and governance from Local Authorities	To ensure key relationships are managed and programmes are developed collaboratively across our partners	Regularly
Local government programme management partners	To collaborate, consult, and develop integrated programmes with our partners that align with agreed strategic priorities.	Regularly
Consultants, contractor, and suppliers	To consult, form collaborative partnerships and maintain networks	Regularly
Business and industry groups	To consult, form collaborative partnerships and maintain networks	Regularly
Iwi and Hapū Groups	To consult, form collaborative partnerships and maintain networks	Regularly
Professional advisors, consultants, and suppliers	Obtaining technical advice	Regularly

Internal	Purpose and frequency of contact	
Chief Executive / General Manager, Corporate	To consult, inform, support, and work collaboratively with	Regularly
Staff at all levels	Providing advice and guidance	Regularly
Council (elected members)	Providing information; presenting reports	Frequently

Key result areas

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

- Strategic and Operational Leadership (Statutory planning, system design and investment pipeline)
- People Management
- Relationship Management
- 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. Strategic and Operational Leadership (System design and investment pipeline)	
• Lead and manage the Transport Strategy function, to achieve strategic Transport outcomes articulated in the Annual and Long-Term Plans. • Lead the collaborative development of a Regional Transport plan identifying the investment programme for the Bay of Plenty • Work with partners to integrate the programme and align delivery expectations. • Work closely with the spatial planning team to ensure the programme have strong strategic alignment for the Bay Plenty Transport system • Provide coaching, developing and monitor performance of direct reports, providing feedback and support required to deliver transport outcomes. Ensure work is delegated in a way that considers team capability, capacity, and development needs. • Partner with senior stakeholders both within Toi Moana and externally (including senior leaders in local government bodies and government agencies), to deliver operational transport outcomes. • Represent the Transport function on behalf of Toi Moana at external stakeholder meetings on topics that include both transport system design, Transport Operations, as well as broader topics across the broader public Transport sector.	• The management of the Transport Strategy function is conducted efficiently and effectively. • Regular engagement with peers ensures you are across priorities in the broader Transport function, so you can confidently talk to these topics externally. • Internal policy requirements and Council's statutory obligations are met. • Advice, developments, and implementations are based on sound research and analysis, and are provided in a timely and professional manner. • Projects contributors understand the objectives; projects are effectively managed; and work is completed on time and within budget • Any additional duties are completed to appropriate standards.

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• Develop and manage implementation and monitoring of the Regional Transport Plan and the Regional Passenger Transport Plan. • Monitor transport functions for the region in accordance with legislative requirements and planning cycles. • Operate and lead collaboratively, with a focus on effective communication and connection across the organisation and externally with partners and key stakeholders. • As required, provide project leadership and direction. • Provide policy advice and specialist technical advice/recommendations to staff, Managers, General Managers, and Councillors. • Present reports on transport planning issues to Council, stakeholders, and the public. • Prepare and oversee relevant budgets. • Understand and act with the political operating environment, proactively address issues before they occur and tailor information accordingly. • Undertake any other duties as directed by the Director, Public Transport.	
2. People Management	
• Provide supportive leadership, motivating and directing employees as they work. • Effectively communicate current activities and policies. • Conduct the performance management process working with employees to develop, monitor, and review employees' work performance. • Manage external contractors, consultants, projects, project teams, and manage the quality and timeliness of outputs.	• Employee turnover is within acceptable level. • Appropriately skilled employees are on the job. • Employees are professional in approach and can contribute individually and collectively to the organisation's success. • Conduct actively contributes to the building of a motivated and successful employees' team. • The performance review process is carried out on time with all employees. • Employees have a learning and development programme.
3. Relationship Management	
• Establish and maintain close working relationships with internal and external contacts including local authorities, ratepayers, landowners, suppliers, consultants, and contractors.	• Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. • Professional image is conveyed in public forums.
4. Corporate Contribution	

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
• 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 manager. If jobholder can make decisions without approval from anyone else, please note that authority.

- Standard operating procedures/guidelines.

Work complexity

Most challenging duties typically undertaken:

- Lead and manage development and implementation of transport plans, policies and strategies
- Lead and manage complex transport service planning and business case functions through community and political decision-making processes.
- Successfully work with partner agencies and a significant stakeholder network to gain trust, co-design, and win collaborative support for an agreed vision.
- Managing expectations of others regarding transport solutions.
- Working to facilitate optimal solutions with partners and other agencies.
- Presenting specialist information to hearings and public meetings.
- Multi-party facilitation and negotiations.
- Handling conflict situations regarding strategic transport outcomes.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
- Bachelor's degree in a relevant discipline (transport oriented). - A valid driver's licence required*¹	

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
9-10 years' transport planning experience 6+ years' leadership experience - Solid technical foundation - Knowledge of financial reporting requirements for local authorities.	

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 knowledge in relevant areas of passenger transport planning principles and/or policy development principles - Leadership and management of teams - Ability to grasp the essence and underlying structure of new policy issues, and to be comfortable managing risk and uncertainty - Focus on results and a commitment to delivery - Relationship management and interpersonal skills. Ability to positively work with competing positions in heightened situations - Critical analysis skills - Personal resilience. Persuasion and influencing skills - Oral and written communication and presenting skills that enable clear, prioritised, and understandable narrative and messaging appropriate to the audience. - Financial and budget preparation
Working knowledge	- Passenger transport planning - Land Transport Management Act - Resource Management Act - Local Government Act - Health and Safety at Work Act - Regional Policy Statement and Plans - Relevant Environmental Guidelines and National Environmental Standards.
Awareness	Community, cultural and political awareness.

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.

Personal attributes / key behaviours

- Live by the Toi Moana Values – you demonstrate trust, integrity, courage, manaakitanga, kotahitanga and whanaungatanga
 - Demonstrated strategic and operational leadership, including coaching, and enabling the team to deliver strategic outcomes.
 - Collaborative approach, working with key partners and a range of stakeholder groups and with a joint solution approach with shared outcomes.
 - Strong stakeholder management, negotiating and influencing skills – including management of stakeholders at CEO level.
 - A transformational mindset that explores opportunities of ‘what could be’ and challenges the status quo, to deliver sustainable long-term programme outcomes.
 - Strong commercial acumen, with the ability to negotiate contract terms that are favourable to Toi Moana and hold external providers to account for the services they provide.
 - Finely tuned presentation skills, including internally to Executive Leadership Team and Counsellors, and externally to senior stakeholders.
 - Ability to lead and install a strong delivery ethic across the programme team, to ensure delivery of programme outcomes committed to.
 - A focus on results and a commitment to delivery.
 - Political acumen.
 - Able to plan, organise and coordinate to ensure that goals are achieved.
 - Proactive and solution oriented.
- Ability to coordinate and negotiate with multidisciplinary teams.

Other requirements

- May require frequent travel within or outside Bay of Plenty region.

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