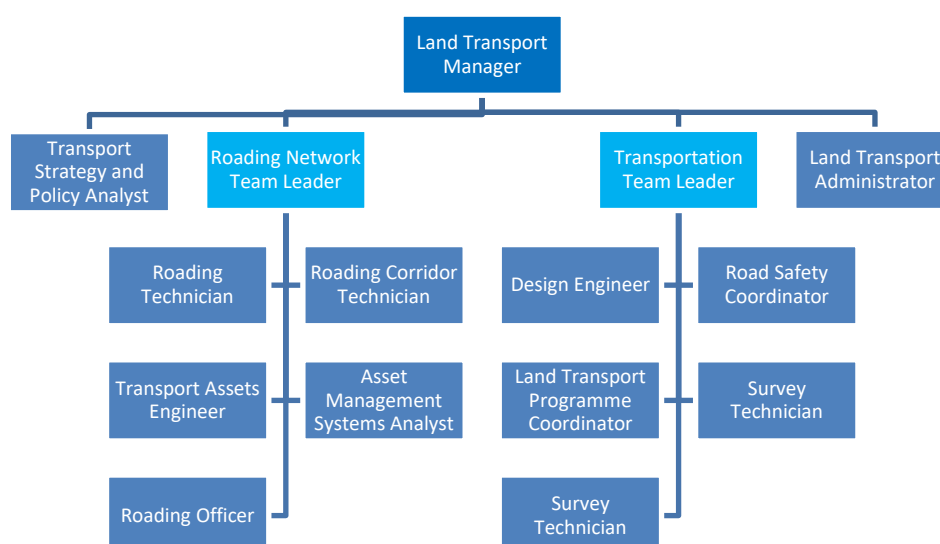


## Position Description: Transport Strategy and Policy Analyst

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Land Transport Manager
<b>Direct Reports</b>	Nil
<b>Date</b>	November 2019
<b>Budget Responsibility</b>	\$100,000
<b>Financial Delegation</b>	\$5,000

## Business Group Structure



## Business Group Purpose

The Land Transport is responsible for the operation, management, maintenance and improvement of the Timaru District road network and transport facilities.

## Purpose of the Position

The purpose of the Transport Strategy and Policy Analyst position is to develop, review and provide delivery of strategies and policies that will contribute to making the Timaru District land transport system or activities safer, more efficient and sustainable.

The position of the Transport Strategy and Policy Analyst incorporates the following responsibilities:

- Strategy development and review;
- Activity management planning;
- Preparation of business cases;
- Policy analysis and review;
- District Plan and bylaw review; and
- Submissions preparation.

## General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Key Accountability	Deliverables / Outcomes (you are accountable for)
Asset Management	<ul style="list-style-type: none"> <li>• Prepare and coordinate Activity Management Plan, Infrastructure Strategy for Land Transport activities and provide input to the Council long term plan.</li> </ul>
Strategy Development and Review	<ul style="list-style-type: none"> <li>• To assist with the preparation and updating of transport strategies, active and public transport strategies, outline development plans as required.</li> <li>• Provide transport input to other Council strategies or plans such as stormwater catchment management plans, development strategies and climate change.</li> <li>• Provide input to Regional Land Transport Plan.</li> <li>• Review procurement strategy annually.</li> </ul>
NZ Transport Agency Funding Applications	<ul style="list-style-type: none"> <li>• To prepare NZ Transport Agency funding application supporting documents including strategic case and programme business cases for Land Transport Projects. This will include research and data gathering as well as liaison with stakeholder groups.</li> <li>• Provide input to funding reviews.</li> </ul>
Transport Policy and Bylaw development and reviews	<ul style="list-style-type: none"> <li>• To analyse transport policies and review them on a three-yearly basis or as required.</li> <li>• To coordinate and assist with the bylaw reviews including speed limits, traffic and public places.</li> </ul>
Provide strategy advice, input and prepare submissions	<ul style="list-style-type: none"> <li>• To provide input into the Road Efficiency Group initiatives working on a regional and local basis.</li> </ul>

	<ul style="list-style-type: none"> <li>Assist with the District Plan review in regard to transport matters.</li> <li>Prepare submissions on Regional Council or Government consultation documents.</li> </ul>
Reporting and communication	<ul style="list-style-type: none"> <li>To assist with the production of communication plans.</li> <li>To prepare reports to Elected Members as required.</li> </ul>
Health, Safety and Wellbeing	<ul style="list-style-type: none"> <li>Health and safety is practiced by: <ul style="list-style-type: none"> <li>working safely and taking responsibility for keeping self and colleagues free from harm;</li> <li>reporting all incidents and hazards promptly; and</li> <li>knowing what to do in the event of an emergency.</li> </ul> </li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Is actively involved in Civil Defence Emergency Management when required.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Assisting with other duties as required from time to time.</li> <li>Live the COSI values; Customer Focus, One Team, Success and Integrity.</li> </ul>

Key Relationships / Customer	
Internal	Nature of Relationship
Infrastructure Group	Work collaboratively with
Policy and Planning	Work collaboratively with and provide input to Corporate planning/policy processes
Environmental Services group	Work collaboratively on policy and bylaws
Elected members	Provide reports and information requested
External	Nature of Relationship
NZ Transport Agency	Provide documentation, liaison and feedback
Other Local Authorities	Liaise and work collaboratively with
Members of the public	Provide information and get feedback
Road Stakeholders	Engagement on policies, bylaws and strategies
Consultants	Engage and manage specialist skills

<b>Formal Qualification / Training / Experience</b>	<b>Required</b>	<b>Desirable</b>
University Bachelor's Degree with 5+ years' experience in local/central government in a Policy Analyst, Asset Management role or similar.	✓	
University Degree or higher qualification with experience in transport strategy or policy and knowledge of transport networks and with 5+ years' experience in local/central government in a Policy Analyst, Asset Management role or similar.		✓
<b>Key Competencies / Skills / Knowledge</b>	<b>Required</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A willingness to undertake further related training as required.</li> <li>• Committed team player able to co-operate closely with Land Transport and wider council staff and the public.</li> <li>• Able to work as part of a team, yet also conscientiously work unsupervised, as well as demonstrating the ability to make good decisions.</li> <li>• Demonstrate effective communication skills with a commitment to high quality customer service.</li> <li>• The initiative and creativity to make improvements and innovate.</li> <li>• A flexible approach to change and a desire to embrace the opportunities arising from a dynamic work environment.</li> <li>• Up-to-date and confident with information technology and with adopting new technologies.</li> <li>• Excellent interpersonal and communication skills and participate in Council meetings.</li> <li>• Have a current full driver's licence.</li> <li>• Great sense of humour and work ethic.</li> <li>• To make an ongoing contribution that you and others can be proud of.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Sound knowledge of asset management systems.</li> <li>• Good knowledge of transport networks and assets.</li> <li>• Sound knowledge of Local Authority processes and legislation.</li> </ul>		✓

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**Andrew Dixon**  
**Land Transport Manager**

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**Transport Strategy and Policy Analyst**

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**Date**