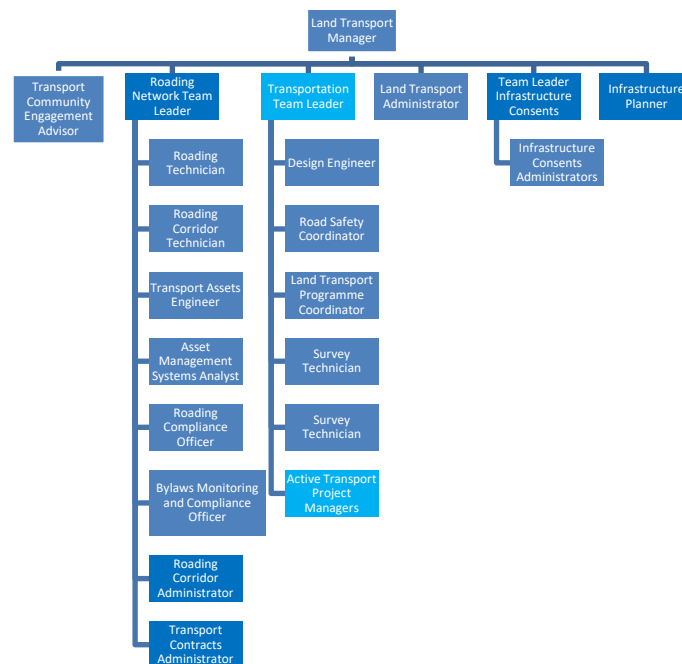


Position Description: Active Transport Project Manager

Business Group	Infrastructure
Reports To	Transportation Team Leader
Direct Reports	Nil
Date	February 2023
Budget Responsibility	\$4,000,000
Financial Delegation	\$30,000

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks and Recreation, Development and Sustainability & Climate Strategy Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be responsible for the design and implementation of strategy and programmes of work which align with

the strategic priorities and Long Term Plan objectives of the Council. A key focus of the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru's communities today and in the future.

Purpose of the Position

The purpose of the Active Transport Project Manager is to coordinate the design and development of an Active Transport Plan for the Timaru District and then deliver the plan and related projects within budget, timeframes and meeting community expectations.

As part of the role the Active Transport Project Manager will identify and engage with stakeholders and customers to ensure appropriate information is provided, understood and trusted on the development and implementation of the Active Transport Plan.

Key Relationships / Customers

External	Internal
NZ Transport Agency	Infrastructure Group
Other Local Authorities	Policy and Planning
Members of the public	Environmental Services Group
Road stakeholders	Elected Members
Consultants	All TDC Staff

Position Responsibilities

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.

Active Transport Plan

1. Coordinate the development, implementation and communication of an Active Transport Plan for the Timaru District.
2. Coordinate the ongoing review, improvements and communication of the Active Transport Plan for the Timaru District.

Stakeholder Engagement

1. Identify stakeholders, prepare an engagement plan and engage effectively with stakeholders.
2. Maintain effective engagement with customers and stakeholders.
3. Prepare and advise on communications plans for projects.
4. Facilitate stakeholder consultation for projects.

Project Implementation

1. Manage the Active Transport Plan projects, including managing inputs from internal staff, consultants, contractors, the public and other stakeholder liaison, ensuring that completion is on time, on budget, within scope and to quality requirements.
2. Provide project management expertise for Active Transport Plan projects, including management of investigations, project planning, design, construction, commissioning, and ensuring that the project is within the acceptance criteria.
3. Prepare and implement communications strategies and plans for projects including managing inputs from internal staff, consultants, contractors, the public and other stakeholder liaison.
4. Assist with the preparation of contract specifications and plans.
5. Assist in the procurement of services and support best practice.
6. Ensure compliance with the Resource Management Act and any other relevant legislation or codes through obtaining resource consents and implementing appropriate monitoring programmes.

Provide Strategy Advice, Input and Prepare Submissions

1. Provide engagement input into strategic initiatives working on a regional and local basis.
2. Assist with the preparation of submissions on Regional Council or Government consultation documents as required.

Reporting

1. Assist with the preparation of Council performance and achievement reports.
2. Prepare reports to Elected Members as required.

Other

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the Land Transport Manager.
3. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
4. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
5. Be actively involved in Civil Defence Emergency Management when required.
6. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
7. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	University Bachelor's Degree in relevant field.
Desired Qualification	Post graduate qualification project management or other relevant field.
Minimum Experience	5+ years' experience in community engagement role/project management or similar.
Desired Experience	5+ years' experience in a local/central government community engagement/project management senior role.

Key Competencies / Skills / Knowledge

- Well-developed project management skills with previous experience in leading and managing throughout a project lifecycle.
- Knowledge of the Resource Management Act and relevant legislation or codes.
- An excellent communicator with the ability to engage effectively with various groups and community.
- Passion for walking and cycling

- Committed team player able to co-operate closely with Land Transport and wider council staff and the public.
- Able to work as part of a team, yet also conscientiously work unsupervised, as well as demonstrating the ability to make good decisions.
- Demonstrate a commitment to high quality customer service.
- The initiative and creativity to make improvements and innovate.
- A flexible approach to change and a desire to embrace the opportunities arising from a dynamic work environment.
- Up-to-date and confident with information technology and with adopting new technologies.
- A willingness to undertake further related training as required.
- Have a current full driver's licence.
- Great sense of humour and work ethic.
- To make an ongoing contribution that you and others can be proud of.
- Good knowledge of transport networks and assets.
- Sound knowledge of Local Authority processes and legislation.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

 Suzy Ratahi
Land Transport Manager

Active Transport Project Manager

Date

Date