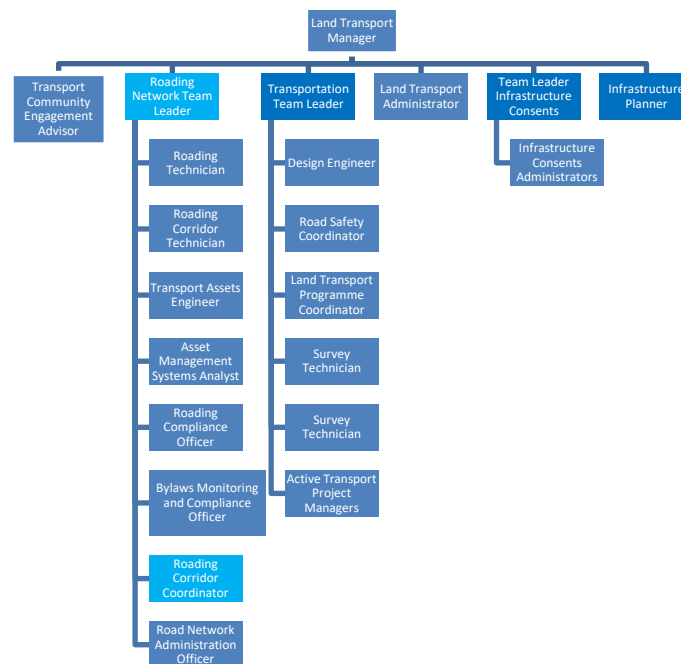


## Position Description: Roading Corridor Coordinator

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Road Network Team Leader
<b>Direct Reports</b>	Nil
<b>Date</b>	February 2023
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	\$1,000

## 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 Roding Corridor Coordinator is to work with the Roding Corridor Technician to manage corridor access and traffic management for works and activities undertaken by Utility Operators, Contractors, and Event Organisers within the Timaru District Road Network.

Together with the Roding Corridor Technician, this role ensures any activities carried out in the road corridor comply with the relevant Codes, Policies, Standards, and Legislation, and that instances of non-conformance are investigated and resolved.

A key component of this role is to manage the Corridor Access Request (CAR) system Submitica, undertake regular data audits, as well as identifying and implementing systems improvements.

**Key Relationships / Customers**

External	Internal
Public and Ratepayers	Infrastructure Services Staff
Contractors	Community Boards
Consultants	Customer Services
Utility Organisations	Internal Council Staff
New Zealand Transport Agency	
Other Road Controlling Authorities	
Emergency Services	

**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.

*Corridor Management*

1. Work with the Roding Corridor Technician to manage access to the road corridor in accordance with the National Code of Practice for Utility Operators access to Transport Corridors.

2. Review and approve Corridor Access Requests, generate Works Access Permits with the necessary conditions
3. Process Works Completion Notices ensuring the required information has been supplied.
4. Update the Corridor Management Database (Submitica) as required.
5. Develop risk-based site audit and inspection schedules for the Roding Corridor Technician to undertake.
6. Carry out regular data audits using the Submitica system, compile data summary reports as required.
7. Review and update the Land Transport Unit Backfill and Reinstatement Requirements Guide
8. Identify and implement Corridor Management Systems improvements
9. Undertake engagement and education with utilities operators and contractors on the requirements for working in the road corridor with the objective of improving quality and compliance.

#### *Traffic Management*

1. Assist with Traffic Management coordination for Infrastructure group and ensure Council staff are appropriately trained in Traffic Management.
2. Assist with Assessing, approving and auditing Traffic Management Plans for work being undertaken within the Timaru District.
3. Assist with managing and approving Overweight Permits and all events on roads and coordinate the necessary traffic management.
4. Manage project coordination between Council Contractors and Utility operators in relation to shared use of the road reserve. This involves relationship management between stakeholders.
5. Processing of building, services and resource Consents applications in regard to land transport requirements.

#### *Administration & Customer support*

1. Provide administration/support service to the Road Network Team and the wider Land Transport Unit as required.
2. Manage customer enquiries related to third party activities carried out in the road corridor. Ensure instances of non-conformance are investigated and resolved.

3. Assist the Road Network Team in identifying and resolving hazards and associated risks in the road network, ensuring compliance with Council policies, standards, codes of practice and legislation.

*Other*

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the Road Network Team Leader.
3. 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.
4. To 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.
5. To be actively involved in Civil Defence Emergency Management when required.
6. To 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**

<b>Minimum Qualification</b>	NZQA Level 5 Diploma in a related field.
<b>Desired Qualification</b>	NZQA Level 5 Diploma or above in a related field such as Business Administration.
<b>Minimum Experience</b>	3 - 5 years' relevant experience in administration.
<b>Desired Experience</b>	3-5 years' relevant experience in administration, corridor administration, project experience, data auditing and contractor management experience.

**Key Competencies / Skills / Knowledge**

- Understanding of the Health and Safety at Work Act 2015.

- Experienced in the tendering processes and contracts administration.
- Experience with contractors and contracting with particular knowledge of safety and quality management systems.
- Previous experience in administrating data audits and compiling data summary reports.
- Excellent communication and interpersonal skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Effective administration, time management and workload management skills with the ability work under pressure to compelling deadlines.
- Ability to work well as part of a team, yet also conscientiously work unsupervised.
- Ability to maintain confidentiality and neutrality.
- Good logical understanding of Council’s service delivery role.
- Well-developed project coordination skills.
- Ability to relate to a diverse range of internal and external stakeholders at all levels.
- A good general knowledge of the roading activity.
- Good computer skills and knowledge particularly spreadsheets, competent in technology use and a willingness to learn new skills are essential.
- High level of honesty, integrity, confidentiality and a trustworthy manner.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Must hold a full drivers license.

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**Land Transport Manager**

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**Roading Corridor Coordinator**

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**Date**

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**Date**