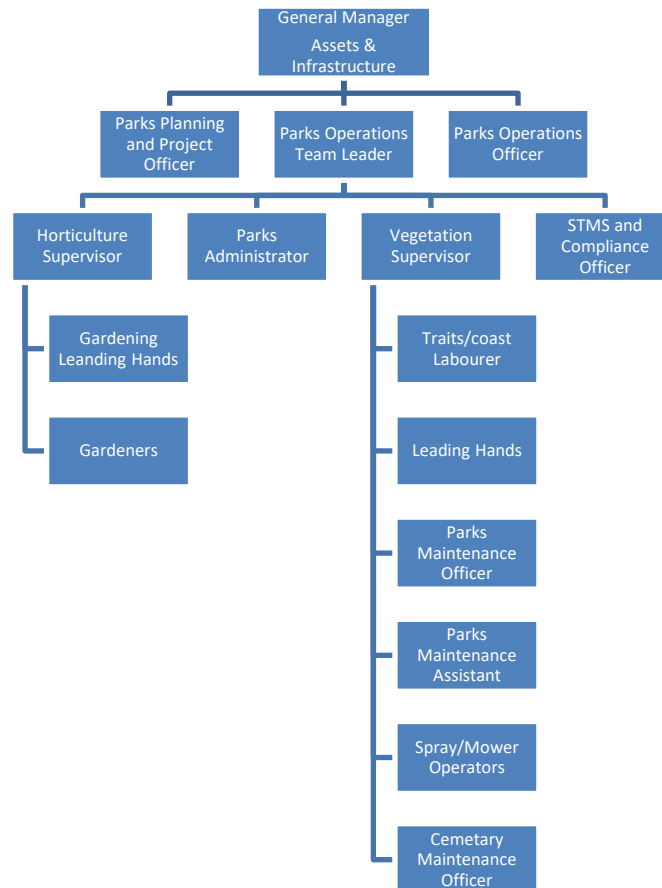


Position Description: STMS and Compliance Officer

Business Group	Assets and Infrastructure
Reports To	Parks Operations Team Leader
Date	August 2025

Business Structure



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.

STMS

1. Ensure the safe and efficient management of traffic at work sites.
2. Plan, implement, and provide assurance on approved Traffic Management Plans (TMPs) and Advice Notes for the Unit, in accordance with regulatory requirements. Liaise with the Corridor Management Team for guidance when site conditions change or where additional support is needed.
3. Work with a TMP Planner to support the development and maintenance of generic temporary traffic management plans.
4. Conduct regular site inspections to monitor traffic management practices, make any necessary adjustments, and coordinate with stakeholders to ensure safety and compliance.
5. Ensure all traffic management activities comply with relevant legislation, standards, and guidelines.
6. Maintain up-to-date knowledge of traffic management regulations and industry best practices.

Compliance

1. Provide compliance administrative support for in-house Parks Operations team.
2. Oversee administration and recording of Health and Safety (H&S) documentation in Assura, and update on outcomes. Support the Parks Operations Team Leader with health and safety processes to facilitate appropriate actions being completed and communicated in a timely manner.
3. Attend to any enquiries relating to H&S issues in the parks and greenspaces.
4. Provide excellent, accurate and prompt customer service to internal and external stakeholders, responding professionally to enquires and requests in a timely manner.
5. Develop and maintain effective relationships with internal and external stakeholders in relation to parks and greenspaces.
6. Process compliance documentation for work consents or permits including temporary traffic management.
7. Actively engage in individual competency assessments and ongoing training, educational and personal development opportunities.
8. Assist with providing updates to colleagues of industry changes.

9. Ensure that vehicles and machinery maintenance schedules and certification are current and assist the Council Fleet manager with Plant purchases and maintenance.
10. Provide general support to the Parks Operations Team Leader, and other team members, including day-to-day activities.
11. Ensure all templates are regularly reviewed and updated.

Other

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the Parks Operations 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

Minimum Qualification	STMS – Category A/B Practising
Desired Qualification	STMS – Category A/B Practising and STMS Mobile Practising
Minimum Experience	1 year
Desired Experience	3+ years

Key Competencies / Skills / Knowledge

- Excellent communication and interpersonal skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Good time management, with the ability to self-manage to meet deadlines.
- Ability to give and receive constructive feedback.
- Knowledge of standard business and financial process and terms.
- Proven experience in traffic management, preferably within the construction or civil engineering sectors.
- Strong knowledge of traffic management regulations and compliance requirements.
- Excellent leadership and communication skills.
- Ability to work effectively under pressure and manage multiple tasks simultaneously.
- Proficiency in preparing and implementing Traffic Management Plans (TMPs).
- Ability to problem solve and self-manage.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

**General Manager
Assets & Infrastructure**

STMS and Compliance Officer

Date

Date