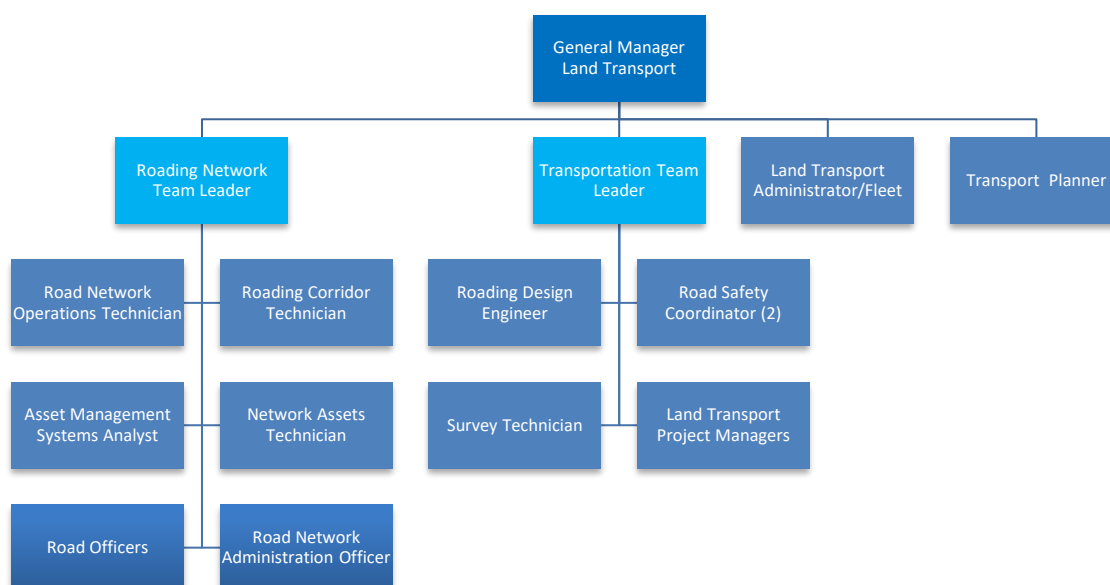


Position Description: Transport Planner

| | |
|------------------------------|--------------------------------|
| Business Group | Infrastructure |
| Reports To | General Manager Land Transport |
| Direct Reports | Nil |
| Date | August 2025 |
| Budget Responsibility | Nil |
| Financial Delegation | Nil |

Business Group Structure



Business Group Purpose

The Land Transport Group's key focus is to ensure that strategy and programmes of work align with the strategic priorities and Long Term Plan objectives of the Council. The group is responsible for the operation, management, maintenance and improvement of the Timaru District road network and transport facilities. We provide a level of service that involves ensuring that the right projects are done at the right time at the right cost and that customers have trust in us to achieve this.

Purpose of the Position

The Transport Planner will assume a critical role in leading the development of diverse plans within the Land Transport Group while cultivating strong relationships with key stakeholders.

This position's primary responsibility entails overseeing the Asset Management Plan, with the support of an adept in-house team and external consultants as necessary. The Advisor will also provide expert guidance and counsel on various transport matters, facilitate the preparation of funding applications, and serve as the primary liaison for transport funding.

Key Relationships / Customers

| External | Internal |
|---------------------------------|-------------------------------|
| Waka Kotahi NZ Transport Agency | Land Transport Group |
| Other Local Authorities | Elected Members |
| Members of the public | Regulatory Group |
| Road Stakeholders | Assets & Infrastructure Group |
| 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.

Plans

1. Coordinate the development, implementation and delivery of the Asset Management Plan, working collaboratively with the in-house team and consultants as necessary.
2. Participate in the preparation of the Council's Long Term Plan and Infrastructure Strategy, and consequential annual plans, annual budgets and quarterly and annual reports relating to land transport activities.
3. Oversee the approved transport programme and assist the team in programme management as required.
4. Identify asset risks and contribute to the development and implementation of Risk Management Plans.

Strategic Advisory

1. Provide advice and guidance on a wide range of transport matters, including the development of submissions and strategies.
2. Develop strategy and policy and innovation to deliver the outcomes sought in the Long Term Plan, Government and Regional Plans and for Timaru District Council to be at the leading edge nationally in the use of technology, data analysis and strategic response.
3. In conjunction with the General Manager Land Transport, develop the District roading programme for government financial assistance through the Waka Kotahi NZ Transport Agency including the development and submission of strategic and programme business cases to support the financial assistance funding bid.
4. Provide input into procurement of Consultants and Contractors to deliver professional services and physical works, including preparation of contract documentation, tendering and award recommendation, ensuring all service delivery is obtained on a performance based and contestable basis.
5. Provide local market analysis to support the affordable delivery of the overarching approved Land Transport Programme
6. Develop and/or review procurement strategies, policies and plans used by the Land Transport Unit as required.
7. Develop and monitor Council and Waka Kotahi NZ Transport Agency performance measures including long term plan performance measures and achievement reports.
8. Stay up-to-date on transport infrastructure asset management best practices and continuously seek opportunities for improvement.

Stakeholder Engagement

1. Be the key point of contact to liaise with external parties regarding transport funding, including preparing funding applications and working through the funding process, with support from the Land Transport Manager and the wider team.
2. Represent, liaise and advocate for Timaru District in regional forums and working groups including those associated with State Highway management.
3. Liaise with relevant Community Groups and stakeholders to facilitate outcomes as required. Develop and maintain strong relationships with internal and external stakeholders to manage customer activity, ensure

expectations are met and informative/effective communications are maintained.

4. Monitor the level of service provided and assess the resulting customer experience. Look for opportunities to continuously improve the customer experience.

General

1. Actively engage in setting own goals and objectives.
2. Give and receive constructive feedback.
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. Be actively involved in Civil Defence Emergency Management when required.
5. 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.
6. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.
7. Assist with other duties as reasonably required by the Land Transport Manager.
8. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

| | |
|------------------------------|---|
| Minimum Qualification | A tertiary qualification in a relevant field or equivalent. |
| Desired Qualification | Post graduate qualification in Asset management or equivalent. |
| Minimum Experience | 5 years' experience in programme or project management in the transport industry, or similar. |

| | |
|---------------------------|---|
| Desired Experience | Experience in government procurement with 8+ years' experience in local/central government. |
|---------------------------|---|

Key Competencies / Skills / Knowledge

- Previous Asset Management experience and an understanding of asset management systems, policy and strategy principles.
- Strong project management skills to effectively lead and coordinate the development of transportation plans and initiatives.
- Excellent written and oral communication skills to provide advice, guidance, and prepare high-quality plans and documentation.
- An excellent communicator with the ability to engage effectively with various groups and community.
- Strong analytical and problem-solving abilities to analyse transport issues, identify solutions, and develop action plans.
- Knowledge and understanding of transportation and land transport policies, regulations, and best practices.
- Proficiency in financial management and funding applications related to transport projects.
- Attention to detail and ability to work with accuracy and precision.
- Ability to work independently and as part of a team, demonstrating flexibility and adaptability.
- Strong organisational and time management skills to effectively prioritise and meet deadlines.
- Proficiency in using relevant software and tools for data analysis, planning, and documentation.
- Commitment to continuous learning and keeping up-to-date with industry trends and advancements.
- Professionalism and integrity in handling confidential and sensitive information in a trustworthy manner.
- Committed team player able to co-operate closely with Land Transport and wider council staff and the public.
- Ability to problem solve, make sound decisions and conscientiously work unsupervised.

- Demonstrate a commitment to high quality customer service.
- Ability to make an ongoing contribution that you and others can be proud of.
- Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.
- A willingness to undertake further related training as required.
- Must be in possession of a current full driver's licence.

Group Manager Land Transport

Transport Planner

Date

Date