



# POSITION DESCRIPTION

**Position:** TRANSPORTATION CONTRACT MANAGER

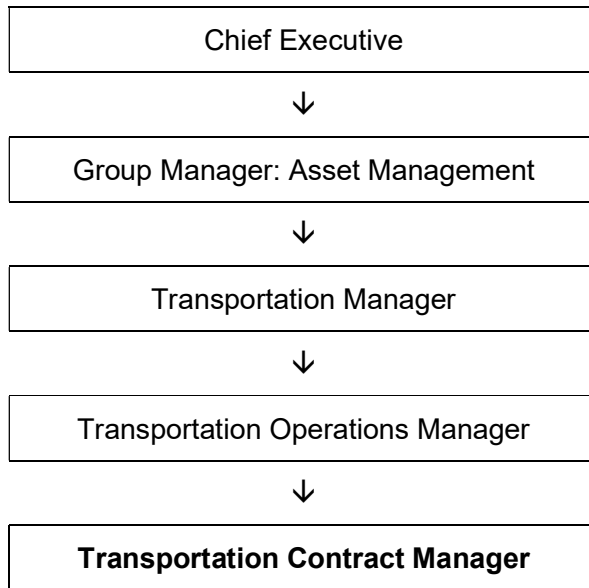
**Team:** Transportation

**Group:** Asset Management

**Responsible To:** Transportation Operations Manager

**Responsible For:** Nil

**Organisational Context:**



## Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahī - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Well-beings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## **Purpose of Position**

**This role is part of the Asset Management Group. The Group includes 3 Waters, Transportation, Waste & Data Services, Cemetery & Crematorium, Public Spaces & Building Assets and an Alliance with a professional services panel.**

**The purpose of this position is to manage delivery of Cyclone Recovery projects within the Transportation Team executed by Roading Maintenance Contractors and others. This is achieved by:**

- **Contract Management**
- **Relationship Management**
- **Financial Management**

## **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

### **Contract Management**

- Manage projects / contracts to ensure delivery on time, within budget and to the required standard.
- Ensure “project” risks are identified, monitored and managed in accordance with industry standard best practice

- Develop, review and improve designs, drawings and contract documents
- Take a lead role in managing delivery of the contract by:
  - Undertake construction monitoring and surveillance, and associated quality assurance testing, or reviews to ensure delivery to appropriate quality standard and agreed timeframes
  - Establishing and maintaining effective relationships and partnerships between Council, Contractor and the Community
- Ensure compliance with contract requirements
- Ensure compliance with any legislative requirements, inclusive of NZTA Rules
- Prepare and present reports to Transportation Operations Manager and Project Delivery Manager

### **Financial Management**

- Manage contract budgets
- Identify efficiencies and simplified procedures to assist HDC to deliver the objectives cost effectively
- Manage projects / contract for which the position is responsible for within Council approved budgets
- Liaise with Asset Managers regarding timeframes and technical issues

### **Relationship Management**

- Communicate issues of importance to managers especially when there are political, financial or relationship implications.
- Develop and maintain effective working relationships with internal staff and external agencies and stakeholders.
- Respond professionally and with courtesy to customers' enquiries.
- Build strong working relationships with contractors, network utility providers, community groups, relevant industry organisations, ratepayers, retailers, user groups.
- Creating effective and professional working relationships with contractors to ensure best outcome for both parties

### **Important Functional Relationships**

#### External

Waka Kotahi  
 Transport Industry  
 Kiwi Rail  
 Customers  
 Ratepayers  
 Contractors and Suppliers

#### Internal

Transportation Operations  
 Manager  
 Group Managers:  
 Planning and Regulatory  
 Services,  
 Corporate,

#### Committees/Groups

Council  
 Rural Community Board  
 Council Project Teams  
 Community Groups  
 Emergency Management

FENZ  
HB Regional Council  
Consultants  
Other Local Authorities  
Staff and Engineers

Asset Management,  
Strategy and Development  
Planning and Consents Staff  
Transportation Managers  
Health, Safety & Wellbeing  
Partner

## **Person Specification**

### **Qualifications**

- Relevant bachelor level degree or equivalent experience in an associated discipline

### **Knowledge/Experience**

- A minimum of 4 years relevant Civil Engineering Experience
- A minimum of 4 years' management experience in management of Roding contracts
- A thorough understanding of NZ3917:2013 Standards New Zealand
- Working knowledge of quality systems and processes
- Local Government Experience would be advantageous
- An In depth understanding of site health and safety management practices and legislation
- Experience in the Roding industry is preferred
- Effective management and reporting skills, particularly in the areas of: scope, time, quality issues and risks

### **Key Personal Competencies**

- Ability to balance programmes to meet community and user needs whilst accommodating constraints.
- Ability to analyse situations and issues and make clear decisions and judgements on actions to be taken.
- Negotiation Skills
- Have excellent verbal and written communication skills
- Drive to keep up to date with relevant legislation and changes
- Collaborative working
- Strong Numeracy skills
- Eye for detail
- Excellent administration.

- Strong Reporting skills

### **Personal Attributes**

- Loyalty
- Honesty
- Dedication to the work
- A sense of Humour
- Enthusiastic
- An ability to work on own initiative
- Resilience
- Ability to build strong interpersonal connections