

JOB DESCRIPTION
Approved Month January 2026
Title & Reporting Relationships

Position Title: **Manager Access and Transport, Kaiwhakahaere Waka Infrastructure and Asset Management Group**

Warranted role

Grade: SP 23

Reports to: Group Manager Infrastructure and Asset Management

Direct Reports: Five FTE (total of 13 FTE within the Access and Transport team)

Indirect Reports: As may be required pending the nature of a project or specific section of work programme

Delegated Authority **Financial:** This position holds a financial delegation of \$100,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.

Human Resources: This position holds a delegation at Level C.
A copy of the HR Delegations is attached.

Purpose of the Group and the Position: **The Infrastructure and Asset Management Group** comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities Maintenance; and Emergency Management. The Group is responsible for developing, implementing and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.

The Access and Transport team is responsible for the delivery of asset management planning, long term strategic planning and operational delivery to ensure the integrity of the districts transport assets. The team has a focus on the implementation of sustainable transport options and safety improvements.

The role will provide leadership across the team and will be accountable for the effective delivery of operational, renewal and capital projects and will ensure levels of service set out in

Council asset management plans and the Long Term Plan are achieved. The role will also:

- ensure effective strategic transport planning occurs, giving consideration to all users and modes of transport;
- ensure the day-to-day operation of the districts transport network is managed in line with the Council's Key Performance Indicators and that the community has confidence in their ability to move around the district in a safe and efficient manner; and
- be responsible for asset management planning, long-term strategic planning and implementation that meets future demands of the district thus ensuring the long term integrity of the transport assets.

Members of the Access and Transport team are expected to actively liaise with members of cross council teams to ensure that an integrated approach to planning, design and delivery is achieved.

Due to the seniority of this role, the ability to respond in the case of a civil defence emergency would be expected.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

Group Manager Infrastructure Services
Infrastructure Services Group members
Strategy & Planning team
Staff from other areas of Council
Elected members

External Customers:

Service Providers/Contractors
Waka Kotahi
Members of the general public
Stakeholders
Community and business groups
Local iwi/rūnanga
Other Local Government bodies and relevant Central Government agencies

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

Leadership

- Build and maintain a happy, high performing team.
- Ensure that your staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development.
- Ensure the teams are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs.
- Effectively manage day to day work output and timeframes.
- Schedule and conduct regular team meetings to enable the team to be informed and up to date in their areas and those areas that cross over with other teams.
- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Ensure adequate provision of backup/cover for team members.
- Be a role model for the delivery of consistent high customer service levels to internal and external customers and champion Council values.
- Establish an effective performance culture within the team, including ongoing performance appraisals with clear performance indicators and consistent standards. Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group’s outputs, and the identification of training and development as appropriate.

Project and Contract Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council and/or Waka Kotahi standard templates/documentation.
- Ensure Council and Waka Kotahi processes and procedures are complied with.
- Examine risks and manage contracts and agreements so that the quality of services provided meets the contract standards. This includes providing expert technical advice on road design, transportation, transport engineering, project and contract management and strategic issues.
- Arrange the development of detailed contract and design specifications, asset management plans and operational policy and standards as required.
- Establish monitoring and auditing systems and processes to ensure delivery of contracted services comply with standards and performance criteria on an ongoing basis.
- Oversee surveys and inspections so that information supports strategic decision making.
- Ensure that transport corridors provide adequate, safe and efficient linkages.
- Review, develop and maintain Asset Management Plans.

Financial Management

- Ensure all financial activity is conducted in accord with current Council and Waka Kotahi policy and procedures
- Oversee the management of Waka Kotahi updates, applications and claims, ensuring all opportunities are maximized
- Take responsibility for the management of transport budgets including planning, monitoring, controlling and reviewing related budgets and the delivery of robust reporting.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by Council and Waka Kotahi
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
- Support the promotion and education within the community with regard to sustainable transport methods and safety
- Attend public meetings representing Council and as and when required

Planning and Policy

- Manage the production of work plans and policy for Council consideration that provides for the professional operation of Council's transport assets and services
- Responsible for the delivery of asset management planning and long-term strategic planning that meets the future needs of the community.
- Consult with Group Manager on long term and strategic planning to meet future demands and ensuring the provision of high-level transport advice to Regional Council, technical steering groups, community groups and Police.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

Our managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' licence (check if any Proven experience with a detailed knowledge of transport asset management and operational practices.
- Relevant Engineering qualification or experience
- Understanding of Waka Kotahi processes and procedures.
- Relevant staff management experience.
- Innovative, and with a background of reviewing and developing policies and strategies.
- Excellent communicator who can write reports and make presentations which are concise, accurate and which can explain technical matters in a manner easily understood.
- Demonstrated analytical skills which include problem solving, the ability to understand a wide range of complex material and to identify relevant information and present it in an oral or written report in a timely manner.
- Ability to provide guidance on Council and Waka Kotahi's procedures quickly and effectively.
- Ability to exercise tact and discretion in relation to work undertaken and information required, and to maintain political awareness.
- Experienced with the use of database and mapping systems.
- Demonstrated strong project and contract management experience.
- Proven successful experience in performance management and leading teams.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards

creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.

Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.