



## Position Description

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<b>Title:</b>	<b>Planned Works Manager WTOC</b>
<b>Group:</b>	<b>Transport Services</b>
<b>Reports to:</b>	<b>WTOC Manager</b>
<b>Band:</b>	<b>18</b>
<b>Date:</b>	<b>June 2022</b>

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### Context

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<b>Our purpose</b>	<b><i>Waka Kotahi. Moving. Together</i></b> A land transport system connecting people, products and places for the thriving Aotearoa.
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### Group and team purpose

Transport Services is an end-to-end business group that focuses on our transport system – from policy and planning, through design and delivery, to maintenance and operations. We have some of the most capable and motivated people in the industry providing a transport system that enhances the way New Zealanders live, travel work and connect.

We keep the transport system operational and optimised to meet the needs of all New Zealanders

- We ensure the transport system can always be relied upon to provide safe, accessible and resilient journeys
  - We know what's happening across the transport system and are constantly responding to any impacts on user journeys
  - We have strong and trusted relationships with local communities and stakeholders and work together to ensure the transport system meets the current needs and future ambitions of the region
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### Position purpose

The purpose of this role is to lead and manage the planning, support and delivery of planned works and events on the State Highway network across the Wellington Transport Operations Centre (WTOC) area of operation. The role is to keep customers informed and to mitigate the impact on their journeys.

This role works closely with the Network Outcomes Contractors and other contractors working on the network to develop appropriate plans to enable planned events to be delivered, whilst reducing the impact to normal network operations.

Implementation of the plans will be delivered by the Real Time Operations team; and Travel Advisor teams.

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### Key relationships

Internal:

- WTOC Senior Leadership Team
  - WTOC Operational Teams
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- Other teams across the wider Maintenance and Operations
  - Project teams

External:

- Network Outcomes Contractors and Alliances
- Local Authorities
- NZ Police and other Emergency Services

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## Dimensions

<b>Size of business unit:</b>	3
<b>Indicative budget scope:</b>	TBC
<b>Delegations:</b>	Refer to the NZTA Delegations Register
<b>Location:</b>	Wellington - WTOC

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## What the position involves

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### Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Provide effective leadership and direction to mitigate the impact of all planned events on the State Highway network in the WTOC area of operation
- Lead the WTOC planned works team to deliver on strategic and operational plans, and collaborate with ATOC to achieve national consistency and alignment.
- Lead, develop and support staff within the planned works team to ensure effective delivery of services in achieving operational performance and service level agreement outcomes
- Accountable to lead and manage robust and effective working relationships with key internal and external stakeholders, and partners to ensure informed and integrated transport network operations
- Lead and develop team members to ensure effective engagement and support is provided to drive business outcomes and personal development
- Manage the development of plans to coordinate all road works (maintenance and renewal activities), capital construction projects and other planned events with councils, developers, utility companies, and NZTA project managers to optimise network operations in real time.
- Collaborate with WTOC and Waka Kotahi teams to develop, implement and maintain effective processes for the coordination and planning of all planned events which will impact the transport network and/or customer journeys.
- Delivery monthly reporting on planned event activities across the WTOC area of operation and the expected and actual impact on network performance and customer journeys.

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

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### Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātāpono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakaponono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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### Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** Have heart means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.

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- Are inclusive and connected
  - Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀĪA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the public sector we also hold ourselves to the highest standards of integrity and conduct.

### **SPIRIT OF SERVICE**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

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## **Leadership expectations**

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As a People Leader at Waka Kotahi you will:

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## Foundational expectations of People Leaders

**KEEP EVERYONE SAFE** Keep safety and wellbeing front of mind for your people.

**COMMUNICATE** Have regular meetings with your team and other key stakeholders to maintain consistent updates and a two-way dialogue.

**COACH** Have quality 1:1's with your team on a regular basis to build rapport, prioritise workload, support through change, and make sure your people are clear on what's expected of them. You will prioritise PDP's and regular performance conversations to develop your people, address performance concerns proactively.

**DEVELOP AND RECOGNISE** Have regular development conversations with your team to support their growth, link development goals to business needs, and recognise them when they do a great job.

**SEEK AND ACT ON FEEDBACK** Regularly ask for and learn from feedback to improve our work environment and develop yourself.

**BUILD A SUPPORTIVE TEAM ENVIRONMENT** Foster an environment that is inclusive and supportive for your team. You will encourage your team to raise important issues or concerns and invite them to engage conflict in a constructive way.

**PREVENT BULLYING and HARASSMENT** Know how to identify bullying and harassment in the workplace and not tolerate any bullying and harassment within your team.

**ENABLE SUCCESS** Ensure that your people have what they need to do their best work and manage key events during their time here well.

In addition to these foundational expectations, it is important that as a leader you are embodying and encouraging the Waka Kotahi values and behaviours.

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## The value you will bring

As well as your leadership attributes, you will need to bring your 'know how':

### Knowledge and experience:

- Demonstrated experience with significant operational and or management experience in a transport or engineering function within a large complex organisation.
- An understanding of the transport system network policy, processes and statutory requirements particularly within a government context.
- Proven experience leading, influencing and building credibility across a range of stakeholders
- Ability to translate strategic concepts into plans, priorities and outcomes
- A good understanding and appreciation of working and function of local government including current and future business drivers and statutory requirements.

### Qualifications:

- Tertiary qualification in a related discipline or equivalent experience
- Ability to obtain a police security vetting
- Coordinated incident management system level 2 qualification, preferred
- Site Traffic Management Supervisor level 2/3 non-practicing, preferred

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

To learn more about what we do visit [www.nzta.govt.nz](http://www.nzta.govt.nz)