

JOB DESCRIPTION

Job Title: Team Leader Public Transport

Work Unit: Regional Services and Information Group (RSI)

Responsible to: Manager Transport Services

Responsible for: The Public Transport Team

Position purpose: To lead and manage the Public Transport Team, including building capability and capacity in the team to ensure the effective planning, monitoring, contract management and review of our public transport networks, thereby meeting the needs of our communities.

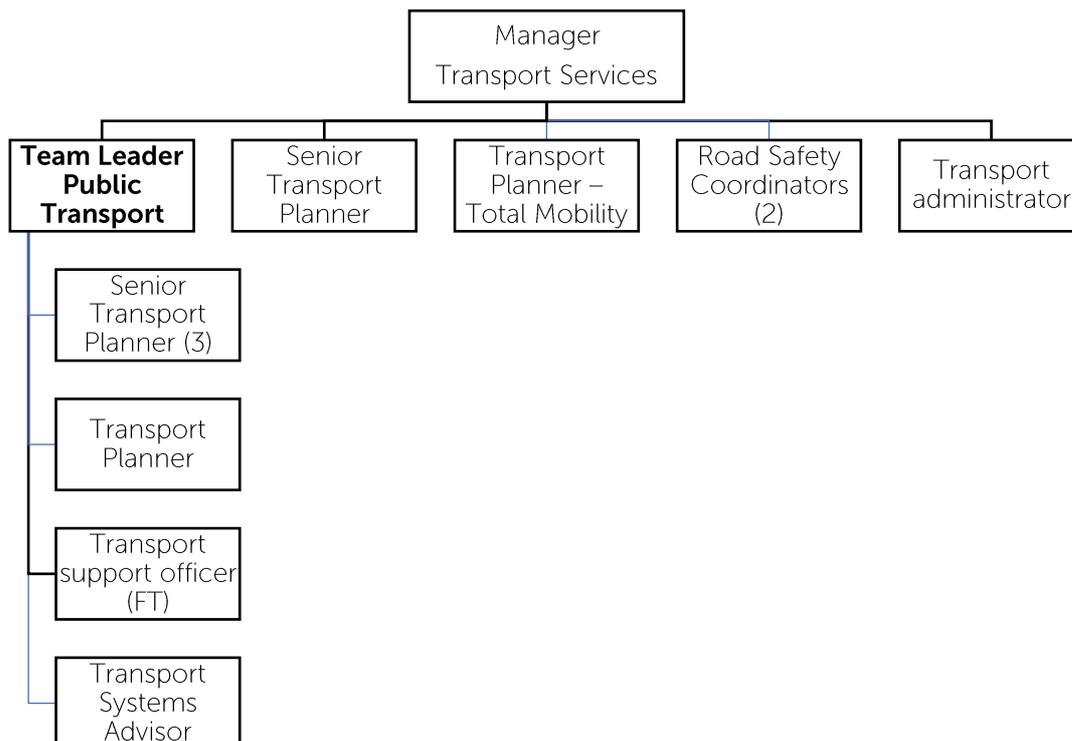
The role includes oversight of approximately \$17M expenditure per annum for the delivery of bus service contracts across the region. The position is also responsible for bringing key agencies across the region together to ensure public transport is integrated with the wider transport system.

Grade: 17

Salary: \$110,572 (85%) to \$130,085 (100%) (Indicative)

Date: March 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> • Regional Transport Committee members • Passenger Transport Committee members • Transport Operators • Ministry of Transport • NZ Transport Agency Waka Kotahi • Greater Wellington Regional Council • Other regional councils and territorial authorities • KiwiRail • Partners e.g. Massey University and UCOL • Community Groups • General Public 	<ul style="list-style-type: none"> • Regional Councillors • Manager Transport Services • Group Manager Regional Services & Information • Communications staff • Total Mobility Coordinator • Policy and Planning staff • Customer Services staff • Information management staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Passenger Transport Management	
<p>Overall delivery</p> <ul style="list-style-type: none"> • Manages the effective delivery of Horizons bus services, rail services community transport and any other public transport services. <p>Planning & Budgeting</p> <ul style="list-style-type: none"> • Develops annual and three-yearly work programme for the team. • Coordinates, prepares and monitors team budgets. • Deliver all Horizons transport budget preparation & NZTA reporting and claims. <p>Monitoring and Contract Management</p> <ul style="list-style-type: none"> • Manage and review the region's public transport contracts including contract variations. • Lead tender preparation and management of procurement processes for public transport contracts. • Monitor and manage contract performance with contractors. • Promote passenger transport services delivered and supported by Council. • Lead implementation of a continuous programme of network changes/improvements. Review and make recommendations on existing contracts and improvements to contract management processes. 	<p>Overall delivery</p> <ul style="list-style-type: none"> • Horizons public transport services are delivered efficiently and effectively. <p>Planning & Budgeting</p> <ul style="list-style-type: none"> • Work programmes set a clear direction for the team. • Programmes and activities are managed within budget, with variances justified. • NZTA reporting and claims are accurate and meet specified requirements. <p>Monitoring and Contract Management</p> <ul style="list-style-type: none"> • Tender documents are accurate and prepared in accordance with the Horizons Transport Procurement Strategy and the NZTA Procurement Manual. • Contract documentation is up to date and is easy to find. • Contractors and Manager Transport Services are updated regularly on contract performance and any issues. • Service and network changes are delivered to a high standard within timeframes and budget, and have taken account of: <ul style="list-style-type: none"> - Implementation of strategic and operational policies and plans - Ensuring service performance KPIs are met - Matters raised from customer feedback

<p>General</p> <ul style="list-style-type: none"> • Partner with territorial authorities and NZTA to ensure strategic planning for and the provision of public transport infrastructure. • Prepare submissions on national / local public transport policies as directed by Committee, Council or the Manager Transport Services. • Keep up to date with national initiatives in land transport. • Contribute to national working groups, particularly the regional sector Transport Special Interest Group. 	<p>General</p> <ul style="list-style-type: none"> • Infrastructure is delivered in support of the successful delivery of our public transport networks. • Advice is accurate and timely • Submissions accurately represent the Committee or Council's view. • There is a strong partnering relationship with service providers, territorial authorities and other key stakeholders that enables the delivery of reliable services that are well integrated with land-use activities. • Stay up to date with national transport issues and initiatives that promote improved performance.
Relationship Management	
<ul style="list-style-type: none"> • Build and maintain effective relationships with <ul style="list-style-type: none"> - Regional, city and district councils - Passenger transport committees - Central government agencies, including NZTA, Ministry of Transport, Police etc. • Arrange and attend meeting to liaise, exchange information and advocate for the Council where appropriate. • Prepare reports, provide/present recommendations for the Passenger Transport Committee (and other Committees as required), and enact the decisions of these committees. • Attend and provide key inputs to public transport governance groups set up across the region. • Assess, advice and provide recommendations regarding services and projects to joint venture partners (such as Massey University and UCOL) and district councils. • Prepare accurate information for, attending and representing the interests of Horizons at public forums and meetings • Enact decisions with partners as required. 	<ul style="list-style-type: none"> • Effective and productive communication with relevant interest groups is developed, maintained and strengthened. • Key stakeholder ownership and 'buy in' to public transport priorities is maintained. • Public transport priorities, processes and outputs are consistent with central government legislative and policy requirements. • The Passenger Transport Committee is well informed on issues relating to public transport services in the region and is provided with the information needed to make effective decisions on Horizons Regional Council's public transport activities. • Governance groups deliver effective outcomes for public transport across the region. • Partnership opportunities are explored when identified. • Partners are updated regularly regarding service provision. • Negotiations between partners and Horizons are conducted in a professional manner. • Presentation to the committees and various community groups is clear, concise and informative. Committee members and the community understand the issues involved.
Team Leadership	
<ul style="list-style-type: none"> • Lead the team by example, providing a clear direction, shared commitment and fostering effective working relationships. • Manage staff resources to achieve team objectives. This includes the effective delegation of work / projects. • Monitor and improve systems methods and quality of services provided. 	<ul style="list-style-type: none"> • Council HR policies and processes are observed and implemented on time to agreed standards. • There is full implementation of Horizons Regional Council's performance management system within the team. • Training and performance management needs are identified and programmes to remedy these are implemented and followed up.

<ul style="list-style-type: none"> • Act in the position of Manager Transport Services or undertake tasks required by the Manager on an as required basis. • Assist the Manager Transport Services in guiding and supporting the Transport staff to build team capability. • Lead collaborative performance planning and KRA setting for all team members, providing ongoing feedback on progress throughout the annual performance cycle, and conducting end-of-year performance reviews. Lead and/or assist the Manager Transport Services in the recruitment of permanent and temporary staff and contractors as required. 	<ul style="list-style-type: none"> • Positive performance management feedback from peers, customers and supervisors is given. • Horizons transport works continues seamlessly. • Capability of team demonstratively grows.
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Health and Safety Management

<ul style="list-style-type: none"> • Assume the responsibilities assigned to a "Manager/Team Leader" as defined in the Horizons Regional Council Health and Safety Policy and Management Manual. • Ensure compliance with Standard operating procedures (SOPs) and safe work methods/practices relating to my functional work area at all times. • Promote and support the safe and early return to work of injured employees. • Ensure hazard management plan review is undertaken annually for your team. • Ensure all hazards are identified and steps are taken to mitigate them. • Ensure those staff issued with Personal Protective Equipment (PPE) receive correct and adequate training and are competent in the use of the PPE. 	<ul style="list-style-type: none"> • All staff are trained in appropriate safe practices, procedures and emergency preparedness. • All accidents involving staff or contractors are reported and investigated in a timely manner. • Hazard identification, hazard assessment and risk management is coordinated and achieved effectively within your team and area. • Hazard management processes are reviewed annually and implemented and monitored for your team. • All staff and contractors are aware of all hazards relating to their relevant work practices and areas. • All staff are provided with, and trained in, the use of appropriate PPE. • Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. • A high level of health and safety awareness is evident in all activities.
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Corporate Contribution

<ul style="list-style-type: none"> • Maintain own professional development. • Undertake performance development tasks/responsibilities. • Undertaking health and safety tasks/responsibilities. • Participate in emergency management activities as required. • Participate and contribute to corporate projects and inter-departmental initiatives as agreed. • Maintaining Council plant and equipment. • Fulfilling administration-reporting requirements (eg. Timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> • Appropriate training and development undertaken as agreed. • Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. • Contribution to projects and corporate initiatives is effective and valued. • Administration requirements are completed timely and accurately. • BCP is maintained and updated as required, to reflect changes and ensure its current within current and future team activities.
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| <ul style="list-style-type: none">• Ensure the Business Continuity Plan (BCP) for the team is maintained and regularly reviewed and updated to ensure its currency. | |
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PERSON SPECIFICATION

Qualifications

Essential:

- An appropriate tertiary qualification suitable for managing public transport and / or land transport outputs.

Knowledge / Experience / Attributes

Essential:

- 5 plus years' experience in planning, engineering, transport management, contract management or other field relevant to public transport, including 2+ years in a leadership or senior advisory capacity.
- Knowledge of and experience in the planning and management of transport. Especially in a local government environment.
- Critical thinking skills including the ability to distil and collate essential information.
- Well-developed report writing skills and the ability to tailor writing style to different audiences.
- A clear communicator with the ability to quickly build and maintain relationships.
- Strong contractual acumen with proven experience managing contracts. Experience in procurement processes.
- Experience in leading teams and delivering projects.
- Working knowledge of NZTA processes.

Skills/Attributes

Essential:

- Excellent communication skills – written and verbal
- Proven ability to successfully manage multiple work streams and projects concurrently
- Ability to manage and deliver in an environment that can be high pressure and rapidly changing
- Political awareness and skill in dealing with sensitive and confidential issues

KEY JOB COMPETENCIES

Expert Knowledge

- Written and verbal communication
- Project & contract management
- Team leadership

Advanced Knowledge

- Political astuteness
- Relationship and partnering skills
- Time management
- Financial and budgeting skills

Working Knowledge

- Staff recruitment, training and development
- Innovation and continuous improvement
- Strategic planning
- Safe work practices
- Understanding and sensitivity to cultural perspectives other than one's own



HORIZONS KEY COMPETENCIES

Customer Focus	Commitment to meeting the needs of anyone they work for and with including colleagues.
Job Knowledge	Have the knowledge and skills to perform the requirements of the position.
Communication	Use written and verbal language and style appropriate to the audience and context.
Teamwork	Work constructively with people as a team member to achieve a common goal.
Dependability and Commitment	Reliable and dedicated to achieving results.
Continuous Improvement	Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.
Organising for Results	Ensures work is completed effectively and within agreed deadlines.
Leadership	Creates a clear direction, inspires a shared commitment and leads by example.
Developing and Managing Performance	Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- An ability to lead and work harmoniously as part of a team.
- A proven high standard and accuracy in written and oral communication.
- Excellent relationship and networking skills. Ability to relate to a wide range of people.
- Good organisation skills – able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- Ability to influence and encourage cooperation.
- A commitment to quality customer service.

OTHER REQUIREMENTS

Be prepared to:

- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relationship to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.
- Occasionally work outside of normal business hours including weekends and completing long working days.
- Occasionally overnight stays away from home.



NGĀ UARA O NGĀ PAE | HORIZONS VALUES



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Read and Understood: _____(Incumbent) Date: ___/___/___

