



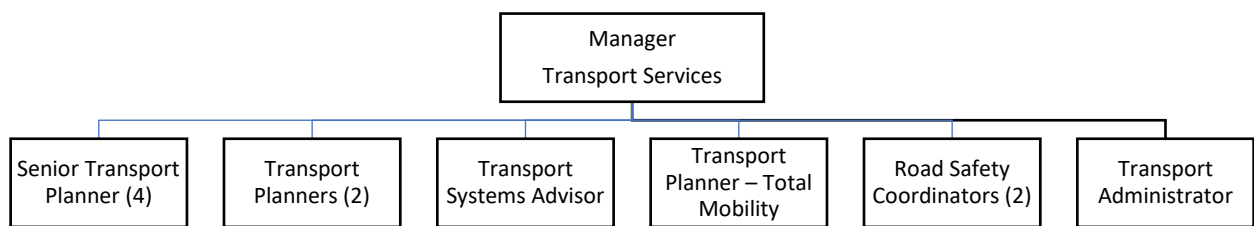
JOB DESCRIPTION

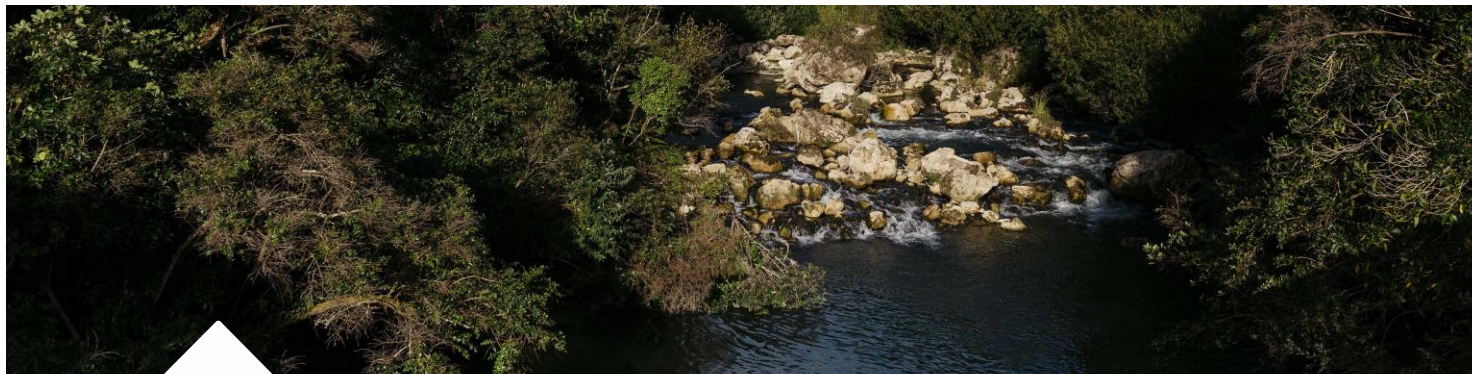
Job Title: Senior Transport Planner
Work Unit: Regional Services and Information Group (RSI)
Responsible to: Manager Transport Services
Responsible for: No direct reports

Position purpose:
Carry out the planning, analysis, review and implementation of our existing and future public transport programme. Support the delivery of the lower North Island passenger rail project and lead aspects delivered by Horizons Regional Council.
Collaborate, plan for, and review existing and future strategic land transport systems.

Salary: \$92,500 (85%) – \$108,823 (100%) (2025/26 range)
Date: July 2025

ORGANISATIONAL CONTEXT



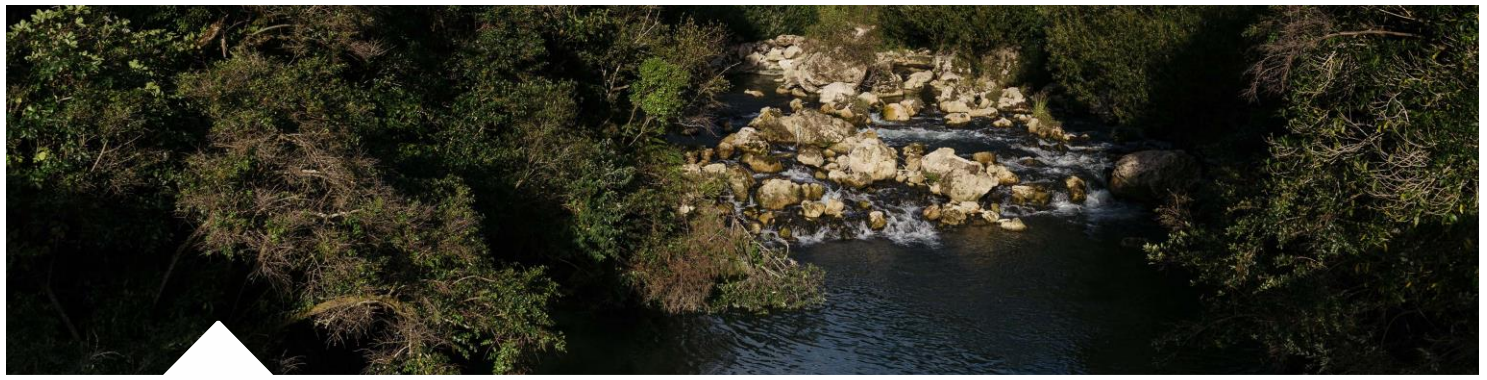


FUNCTIONAL RELATIONSHIPS

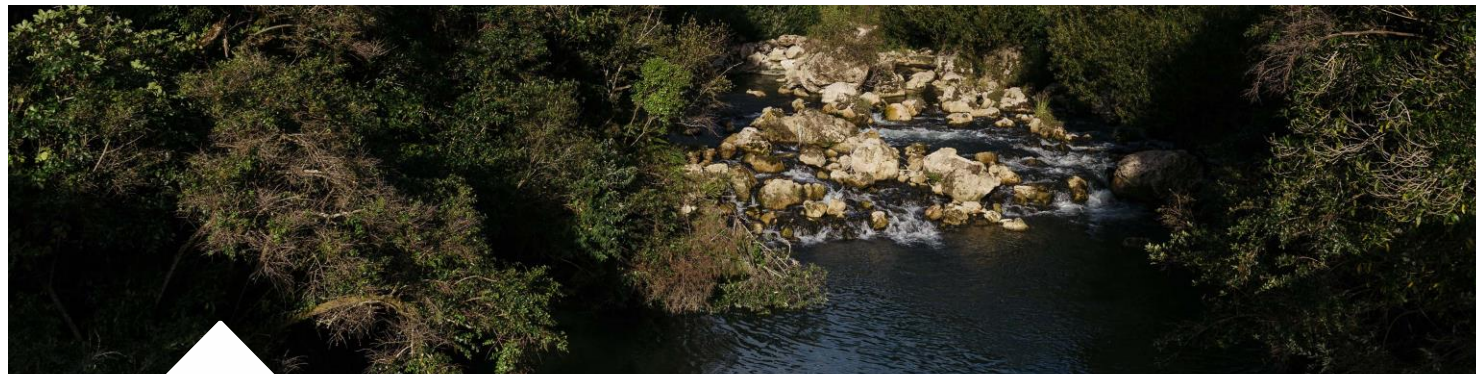
EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Regional Transport Committee members Passenger Transport Committee members Transport Operators Ministry of Transport NZ Transport Agency Waka Kotahi Greater Wellington Regional Council KiwiRail Partners eg. Massey University and UCOL Community Groups General Public Other regional councils and territorial authorities Advertising, reporting and other media representatives Graphic Designers Health Authorities Network advisory, governance and working groups. 	<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

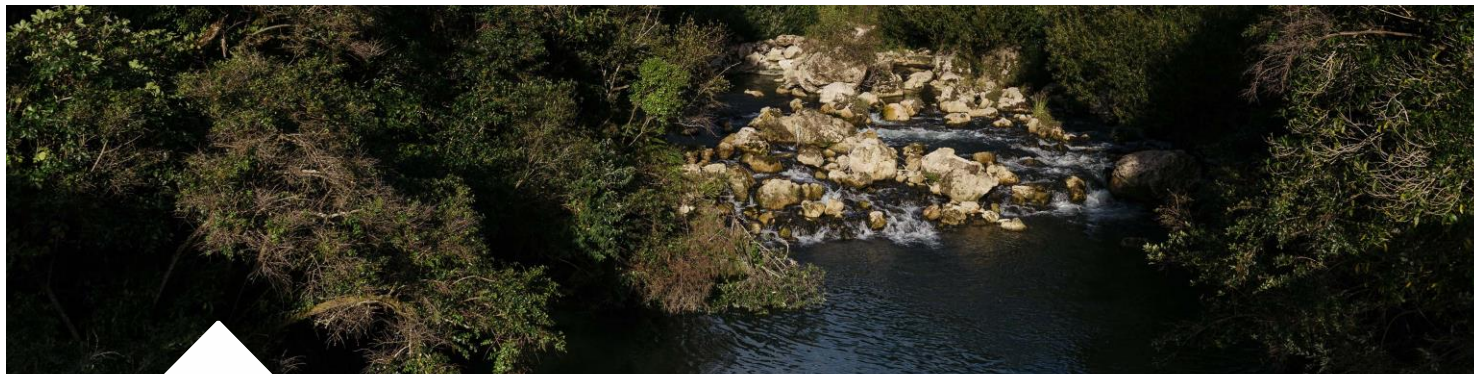
JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Public Transport Service Planning, Implementation and Review	
<ul style="list-style-type: none"> Analyse and interpret the Land Transport Management Act 2003 and any national guidance in order to determine the requirements for the development of the Regional Public Transport Plan Monitor and analyse public transport service/network performance and identify actions to improve the provision of services Lead implementation of a continuous programme of network changes/improvements. Assist in the development and implementation of integrated transport plans with external partners such as territorial authorities and the NZTA. For example the Regional Public Transport Plan Development of business cases to test the viability of and secure funding for service improvements/changes. Partnering with territorial authorities and NZTA to ensure strategic planning for and the provision of public transport infrastructure. 	<ul style="list-style-type: none"> The RTP is prepared in full consultation with the community and regional stakeholders and in accordance with statutory timeframes and requirements. The requirements of the RTP are delivered efficiently and effectively. Quality and timely information is provided to make decisions on service changes and solutions to 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 Matters raised by transport providers



<ul style="list-style-type: none"> • Developing and maintaining fare products, schedules and business rule and recommending adjustments to fare levels in accordance with applicable policies and fare revenue / patronage targets. • Tender preparation and management of procurement processes for public transport contracts. 	<ul style="list-style-type: none"> • Service reviews are conducted in consultation with local communities and councils, produce accurate information and enable quality decisions to be made. • 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. • Business improvement opportunities are identified, solutions are designed, recommendations are communicated, development is undertaken and solutions are successfully implemented.
Lower North Island Passenger Rail	
<ul style="list-style-type: none"> • Support the delivery of passenger rail in the Horizons region including the existing Capital Connection service and future Lower North Island Passenger Rail improvements. • Manage and deliver on agreements and contracts in relation to passenger rail with partner organisations including Greater Wellington Regional Council, KiwiRail and territorial authorities. 	<ul style="list-style-type: none"> • Agreements and contracts relating to passenger rail provide favourable outcomes to Horizons. • Horizons deliver on our agreements and contracts while ensuring our partners deliver on their outcomes. • Elected members and Exec are kept up to date on matters relating to passenger rail in the region. This includes regular reporting to the Passenger Transport Committee.
Transport Committees and Advisory Group Meetings	
<ul style="list-style-type: none"> • Prepare reports, provide/present recommendations for the Regional Transport Committee and Passenger Transport Committee, and enact the decisions of these committees. • Take part in and coordinate advisory group meetings for both regional land transport and public transport. • Prepare accurate information for, attending and representing the interests of Horizons at public forums and meetings 	<ul style="list-style-type: none"> • 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. • The Regional Transport Committee is provided with the information needed to make effective decisions on regional transport activities and issues. • Presentation to the committees and various community groups is clear, concise and informative. Committee members and the community understand the issues involved. • Committee decisions are carried out effectively and within agreed timeframes
Strategic Land Transport Planning	



<ul style="list-style-type: none"> • Delivery of the three-yearly review of the Regional Land Transport Plan (RLTP) as required. • Take part in Business Case development for proposed new strategic land transport projects to support the RLTP. • Provide inputs to and draft submissions on transport planning related matters. 	<ul style="list-style-type: none"> • The RLTP reflects the transport priorities of the region, is prepared in full consultation with the community and key transport stakeholders and meets all statutory requirements as set out in the Land Transport Management Act 2003. • Submissions represent best practice and support Horizons strategic direction.
Customer Service/Relationship Management	
<ul style="list-style-type: none"> • Provide excellent customer service through timely consideration and response to customer feedback/complaints. • Establish and maintain relationships with interested parties, key stakeholders and joint venture partners in the area of public transport and wider transport issues. • Assess, advice and provide recommendations regarding services and projects to joint venture partners (such as Massey University and UCOL) and district councils. • Enact decisions with partners as required. • Identify and implement customer focused opportunities and improvements to increase the quality and accessibility of all forms of public transport infrastructure and services in the region. 	<ul style="list-style-type: none"> • Accurate and concise advice is provided to customers that adds value. • Sound working relationships are established with all customers. • Partnership opportunities are explored when identified. • Partners are updated regularly regarding service provision. • Negotiations between partners and Horizons are conducted in a professional manner. • Timely action is taken to improve customer service. • Quality improvements are effective and value adding.
Contract Management	
<ul style="list-style-type: none"> • Manage and review the region's public transport contracts including contract variations. • Prepare tender documents and manage tendering processes. • Monitor and manage contract performance with contractors. • Review and make recommendations on existing contracts and improvements to contract management processes. 	<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.
Budget/Financial Management	
<ul style="list-style-type: none"> • Assist the Manager Transport Services with annual budget preparation across all Horizons transport business. • Assist the Manager Transport Services to prepare funding bids to NZTA. • Assist the Manager Transport Services with monthly financial reporting and forecasting to Council and NZTA. 	<ul style="list-style-type: none"> • Budget preparation is accurate, timely and prepared on the basis of solid evidence and reasoning • Funding bids are comprehensive, containing the necessary information to ensure a successful outcome • Monthly subsidy claims and financials are accurate and prepared within agreed deadlines



	<ul style="list-style-type: none"> Reporting and commentary on monthly financials is accurate, and clearly and succinctly explains the reasons for and budget variances, and is prepared within agreed timeframes
Miscellaneous Duties	
<ul style="list-style-type: none"> Act in the position of Manager Transport Services on an as required basis. Assist the Manager Transport Services in guiding and supporting the Transport staff to build team capability. 	<ul style="list-style-type: none"> Horizons transport works continues seamlessly Capability of team demonstratively grows.
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.

PERSON SPECIFICATION

Qualifications/Experience

Essential:

- 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.
- 5 plus years' experience in planning, engineering, transport management, contract management or other field relevant to transport planning.
- Experience in leading and delivering projects.
- Experience in procurement processes.

Non-essential but desirable:

- Tertiary qualification (preferably in planning, human geography, policy, GIS or Statistics) or equivalent industry experience.
- Knowledge of/experience in the planning and management of transport. Especially in a local government environment.



- A strong understanding of planning and management of transport in NZ, business case processes, urban planning policies, local government legislation
- Working knowledge of NZTA processes.
- Previous experience in local government.

Skills/Attributes

Essential:

- Excellent communication skills – written and verbal
- Proven ability to design and deliver effective systems and processes
- 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
- Good to advanced skill levels with Microsoft Office, in particular word processing and Excel applications.

Non-essential but desirable:

- Political awareness and skill in dealing with sensitive and confidential issues

KEY JOB COMPETENCIES

Expert Knowledge

- Written and verbal communication
- Project management
- Contract management

Advanced Knowledge

- Time/Project management
- Financial and budgeting skills

Working Knowledge

- Safe work practices

Awareness

- Understanding and sensitivity to cultural perspectives other than one's own

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

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.

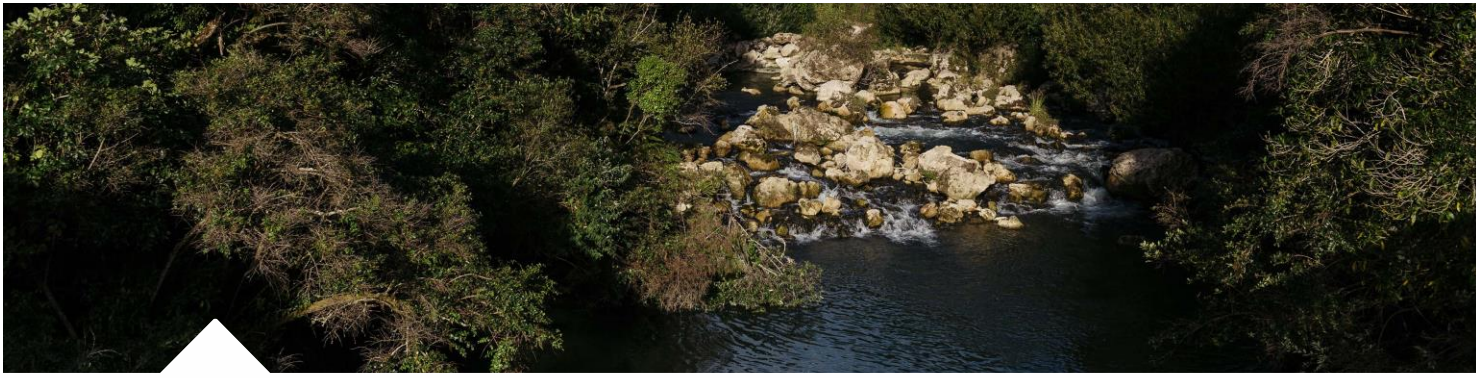
PERSONAL ATTRIBUTES

- An ability to work harmoniously as part of a team.
- Results oriented – ability to meet deadlines and budgets.
- Proven interpersonal skills – written and verbal.
- Good organisation skills – able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A proven high standard and accuracy in written and oral communication.
- Ability to influence and encourage cooperation.
- An ability to communicate effectively with district and regional councillors, NZTA, other organisations and key stakeholders.
- 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.



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.

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

Approved: _____ (Manager) Date: ____/____/____

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