



Position Description

Position Title: Corridor Manager

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role is responsible for managing activities within the road corridor to support Council's responsibilities as a road controlling authority, including corridor access, temporary traffic management, road reserve use, compliance monitoring and coordination with corridor users.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Ensure Council meets its responsibilities as a road controlling authority, including compliance with relevant legislation, codes of practice, policies and bylaws.
- Manage corridor access and third-party activity processes, including Corridor Access Requests, before Udig service requests, temporary traffic management requirements, and work affecting the transport corridor.
- Monitor third-party works, assets and activities in the road corridor to ensure safety, quality and compliance requirements are met.
- Manage vehicle crossing applications, Licence to Occupy agreements, leasing arrangements, stock underpass applications, and ongoing monitoring and compliance of approved use of the road reserve.
- Respond to customer requests and enquiries relating to paper roads, and other road corridor related queries.
- Support property boundary adjustments where these affect the road reserve or transport corridor.
- Provide corridor management support to maintenance operations and the wider Infrastructure Group, including the Tararua Alliance.
- Maintain effective working relationships with utility operators, contractors, developers, landowners and other key road corridor users.
- Support traffic management audits, barrier installation compliance checks, road safety investigations, fatal crash reporting, and other corridor-related risk and opportunity management activities.

- Provide roading advice and referrals to Council's Planning Team for resource consent, subdivision, development and land-use matters.
- Communicate clearly and accurately in both verbal and written form.
- Represent Council professionally and provide helpful, practical and supportive service.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Working knowledge of temporary traffic management, including reviewing Traffic Management Plans, assessing site risks, and identifying issues during site reviews.
- Ability to interpret and apply relevant engineering standards, specifications and corridor access requirements.
- Strong communication skills, with the ability to work fairly and professionally with contractors, utility providers, developers, landowners, customers and other stakeholders.
- Confidence using Microsoft Office and other business systems, with the ability to learn new digital tools.
- Ability to work collaboratively with Council teams, contractors, consultants and the Tararua Alliance.
- Full Class 1 New Zealand driver's licence.
- Willingness to learn new systems, processes, standards and technical requirements.

Desired

In addition to the required skills and experience, the following would be beneficial:

- Relevant tertiary qualification in Civil Engineering, transport, planning, asset management, construction management, or a related discipline.
- Demonstrated understanding of local government, road controlling authority responsibilities, and New Zealand's transport sector.
- Experience using corridor access, permitting, asset management, customer request, or workflow management systems.
- Previous experience working in, or closely with, a local government transport, roading, infrastructure, planning, or regulatory team.
- Practical understanding of how activities in the road corridor affect safety, network operation, maintenance delivery, and community access.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

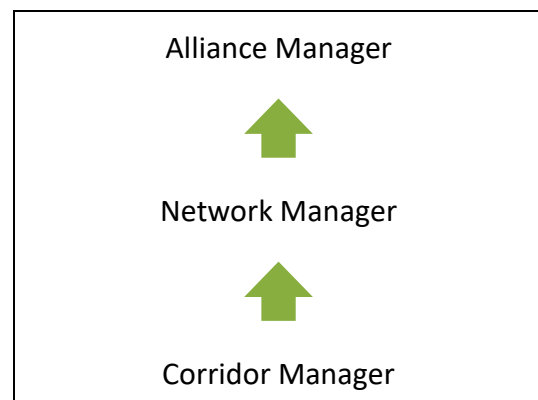
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	1-2
Financial delegation	\$25,000
Contract delegation	\$25,000
Statutory delegation	As per Council's Statutory Delegations Register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

Approved: (Manager/Supervisor)

Date:

Agreed: (Staff Member)

Date: