

Public Transport Programme Delivery Co-ordinator

Horopaki | Context

Kaunihera Taiao ki Waitaha/Environment Canterbury is the Regional Council for the largest region in Aotearoa/New Zealand. We are committed to working in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The future environmental and political context affecting Waitaha/Canterbury means that Kaunihera Taiao ki Waitaha/Environment Canterbury's response to work delivery will need to be adaptive into the future, with regulatory changes, and environmental changes driven by climate change.

Our mahi/work focuses on the delivery of three core services to the Waitaha/Canterbury community: (Environmental Regulation and Protection; Community Preparedness and Response to Hazards; and Public Transport) and we are guided by our strategic pou of:

- Putting the community and our customers at the heart of everything we do;
- Growing our relationship with mana whenua into a true partnership;
- Maturing our governance model and understanding of our political environment;
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values of Kaitiakitanga/Stewardship, Pononga/Integrity, Manaakitanga/People First, Whanaungatanga/Collaboration, and Māiatanga/Can Do.

Aronga | Purpose

To support the Public Transport work programme through planning, coordination, and delivery of public transport projects and initiatives. This position ensures efficient and effective programme execution by collaborating with internal teams, external partners, and stakeholders to deliver projects on time, within scope, and aligned with strategic and operational transport objectives. The role exists to improve public transport services, enhance customer experience, and contribute to the development of a sustainable, efficient, and accessible transport network.

Ngā Haepapa | Accountabilities

- 1) Lead, coordinate, enable and progress work programme deliverables across the section, including risk identification and management, issue resolution, scheduling, resourcing, financial reporting, and working with teams to facilitate ensuring objectives are delivered with optimal use of resources and funds.
- 2) Apply the organisation's best practice project management principles, methodologies, tools and techniques to ensure consistency and alignment with the wider organisation.

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- 3) Coordinate the effective implementation of the work programme, actively promoting and fostering teamworking and collaboration to deliver goals and commitment to timelines and deliverables using tools and techniques such as effective organisational best practice project management methodologies.
- 4) Responsible for analysing, interpreting, evaluating and monitoring complex data and information across the work programme, to create and present these succinctly enabling business owners to make informed and strategic decisions, and provide efficient reporting to Section Leads and others as required.
- 5) Establish and maintain effective relationships within the Section, working to ensure an integrated work programme approach to output delivery which ensures buy-in to benefits and ways of working so that when implemented we maintain the gains in line with the organisation's values and expectations.
- 6) Maintain a focus on continuous improvement to ensure our tools, techniques, and processes support programme delivery for the Public Transport section. Support section team members and leadership to deliver change in this space when appropriate.

Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to the achievement of Ngāi Tahu cultural and environmental aspirations, including but not limited to, Mahinga kai, and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution so these can be considered in mahi programme development and prioritisation.
- Demonstrate an openness and courageousness in approach to issues and co-design of processes and systems supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Waitaha rohe/Canterbury region and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability and for the conscious planning and alignment of work to support organisational cultural capability across all aspects of delivery.

Hauora me te Marutau | Health and Safety

Kaunihera Taiao ki Waitaha/Environment Canterbury is proactive in advocating robust Health and Safety practices; we take health, safety, and wellbeing very seriously. In order to meet the legal obligations you must:

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- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.
- Ensure awareness of, and compliance with, legislative and operational standards, policies, guidelines, including the code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge on best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

Hononga ā-Mahi | Working Relationships

Kai rō Kaunihera | Within the organisation

- Accountable to the Team Leader – Public Transport Business Services & Improvement to support the delivery of the work programme that directly aligns to, supports and enables the delivery of the section strategic and operational outcomes.
- Collaboration as appropriate with the PMO team, obtaining guidance on the application of the organisation's project management best practice methodologies, tools and techniques, utilising the relationship to support on-going professional development which contributes to the successful delivery of the work programme.
- Maintain positive relationships and collaborate with other teams, subject matter experts and leaders across the business to support Public Transport programme delivery
- Participate in work programme reviews, providing advice as required and leading activities to embed improvements.
- Regularly collaborate within the Section to iteratively enhance systems, processes, tools and capability and supporting others where appropriate to engage with these enhancements.

Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within the Canterbury rohe and Te Rūnanga o Ngāi Tahu. To demonstrate our council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Ad hoc engagement with external contractors and consultants, to support and maintain relationships, liaise with external parties and internal teams to ensure the delivery of timely outcomes.
- Ad hoc engagement with external stakeholders involved in the work programme, to support and maintain relationships which ensure sound and regular communications are in place and different communication channels are catered for.

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Ngā Herenga Motuhake | Special Conditions

- May be required to work outside of the normal working hours from time to time.
- Overnight stays may be required while undertaking site visits across the region.
- As a regional council, Kaunihera Taiao ki Waitaha/Environment Canterbury has special requirement to provide a civil defence function for Waitaha/Canterbury. Any kaimahi/staff employed by Kaunihera Taiao ki Waitaha/Environment Canterbury will be required to be available to assist, support or be associated, as reasonably required, with an emergency under Civil Defence or any exercise that might be organised in relation to this council function.
- Additionally, all kaimahi/staff would be expected to assist, support and respond to, as reasonably required, any event where the Business Continuity Plan is activated.

Māngai Whakahaere | Delegations and Authorities

Delegated authority to make decisions in accordance with Council approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media related activities.

Ngā Āheitanga | Capabilities

Tohu Mātauranga | Qualifications

- A relevant degree level qualification is desirable.
- A full NZ drivers licence is required.

Mātau ā-wheako | Experience

- Minimum of five years' experience in a coordination role, with three years' experience incorporating the application of methodologies, tools and techniques applied in a project management environment.
- Demonstrated high standard of strong communication skills written, verbal and non-verbal with the ability to engage and create understanding across a diverse range of people.
- Highly efficient with a proven ability to plan and organise work to meet timeframes.
- The ability to develop and maintain relationships, engage in a professional and respectful manner, influence, problem solve, and remove obstacles, coupled with a high level of business acumen and political awareness.
- Demonstrated ability to work with senior managers and other key stakeholders in a professional and respectful manner.
- Demonstrated ability to think innovatively and identify alternative options.
- The ability to generate and interpret complex data to provide meaningful reporting.
- An understanding of what is required to operate in a regulatory or government environment would be advantageous.

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- An understanding of what is required to lead and/or manage systems and medium to large scale projects or smaller projects of considerable complexity and impact.

Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the team member level sit beneath each of the following organisational competencies. To identify the competency expectations at this level, view the competency framework in the P&C Kete.

Customer Focus	Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.
Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. However, from time to time the Public Transport Programme Delivery Lead will be required to accept and carry out other duties.

Band / Grade	Position Code	Last Updated
Band 5/Grade 14	SERVMST.047	17 April 2025

I agree to undertake the responsibilities detailed in this job description:

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Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed:

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