

# Public Transport Senior Planner / Scheduler

## Horopaki | Context

Kaunihera Taiao ki Waitaha | Canterbury Regional Council, also known as Environment Canterbury, is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work 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 region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- 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:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is to undertake strategic planning and design of the public transport network in the Canterbury region, to encourage patronage growth through the delivery of a reliable network, complying with Environment Canterbury's statutory responsibilities. As a subject matter expert, this role will focus on strategic network planning, design and policy development to enable strategic outcomes for our growing community.

## Ngā Haepapa | Accountabilities

- Support the Principal Planner with strategic planning of the network, working collaboratively with multi-disciplinary teams to identify and develop opportunities to grow our service offering, and supporting strategic network reviews. Support the planning and design of customer centric improvements to the public transport network, using specialised software.
- Provide senior-level planning and scheduling input into high-impact initiatives and cross-organisational projects, ensuring alignment with regional transport strategies and council priorities. Act as a subject matter expert on network performance and optimisation and represent the planning function in cross-departmental and inter-agency forums.
- Support the Principal Planner with the analysis of network performance, using advanced data analytics, modelling tools, and critical thinking to identify trends, assess service effectiveness, and develop robust, evidence-based recommendations for future service design.
- Undertake engagement with operators, territorial authorities, iwi, and community stakeholders, ensuring that service design reflects community needs and aspirations, leveraging relationships, workshops and consultations to gather input and build consensus on proposed changes.
- Act as a subject matter expert in the development and delivery of complex timetables and schedules, ensuring alignment with service level targets, budget constraints, and operational feasibility. Provide quality assurance and sign-off for key scheduling outputs.
- Act as a subject matter expert in the analysis of network performance and customer insights, to ensure the development, monitoring, and optimisation of public transport timetables and schedules in Canterbury are aligned to demand and network conditions.
- Support the Principal Planner in the development of funding bids and NZTA investment cases for improvements (including low-cost low risk), through Environment Canterbury's Long-Term plan/ annual plan processes and through NZTA's National Land Transport Programme, including input into Transport Investment Online (TIO).
- Support the Principal Planner, providing input into policy and strategic documents at a national level and locally through the Regional Land Transport Plan and the Regional Public Transport Plan, coaching and mentoring Planner / Scheduler's to build their ability to input.
- In the Principal Planners absence and or where required, represent ECan and public transport internally and externally, presenting at public meetings such as community boards and community interest groups. Develop presentations and reports that are relevant to the audience and demonstrate the required outcomes. Provide technical input into reports and / or presentations developed by Planner / Scheduler's.
- Develop and maintain relationships with staff at other Councils, partners, key stakeholders, and communities. Work with partners to ensure infrastructure improvements are aligned with the strategic focus for public transport in Canterbury.

- Ensure planning and scheduling documentation, processes, and data are maintained to a high standard, supporting transparency, auditability, and continuous improvement.
- Collaborate with the operations team and contractors to ensure the successful implementation of service changes, including the timely and accurate dissemination of customer information and collateral.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving 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, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in 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 Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our 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; planning and aligning work to support organisational cultural capability across all aspects of delivery.

## Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- 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 and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of 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 and working collaboratively with the Manager Public Transport Strategy and Planning, and Team Leader Strategy and Planning, to ensure delivery on the accountabilities of the role.
- Working closely with and supporting the Principal Transport Planner, to ensure activities align with the public transport strategic direction.
- Working closely with the wider Public Transport team, including Metro Info and the Control room teams, providing support and guidance to ensure they are aware of service changes ahead of time for customers.
- Working closely with and provide support to the Planner / Scheduler – Strategic, and the Planner / Scheduler – Operations, to ensure business continuity across the roles during periods of leave, to ensure there is no interruption to planning and scheduling activities within the Public Transport team.
- Working closely with the Operations team to ensure that planned changes can be operationalised and delivered efficiently
- Working closely with the Digital Solutions team to support the integration of software, tools, and processes.
- Working closely with the Senior Strategy Advisor to ensure alignment with the Canterbury Regional Public Transport Plan, and other relevant legislation.
- Working closely with the Senior Engagement Advisor to ensure customer centric network design.

## Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate 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.
- Working with technology providers including maintaining a close working relationship with RTI planning and scheduling system providers, to ensure reliable and accurate data exchanges between systems.
- Build collaborative working relationships with Waka Kotahi staff on policies and guidelines regarding network design, performance reporting, and funding.

- Build collaborative working relationships with other regional council staff, including Christchurch City Council, Selwyn District Council, Waimakariri District Council, and Timaru District Council, to ensure infrastructure and services are well integrated, and to plan and deliver a public transport network that meets the needs of the community, supporting patronage growth.
- Engaging with community organisations, stakeholders, and the wider public, to ensure route design balances value for money against meeting community needs and expectations

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

This role will require some work outside of standard business hours to meet business requirements, and / or to attend public meetings and community engagement activities, including some overnight travel.

The Public Transport team work in an adaptable and fluid way on key projects and initiatives, to enable collaboration, cross-skilling, and development. This may involve short-term projects, additional duties and / or the adoption of adaptable work practices.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has 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.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A relevant tertiary qualification in transport planning, civil engineering, or related field.
- Relevant professional body membership.

## Mātau ā-wheako | Experience

- At least 5 years' professional experience in transport planning preferably with some of these years in the planning or provision of public transport services.
- Strong technical skills, knowledge, and experience in network planning and/ or public transport planning including land use and transport integration.
- Strong interpersonal and communication skills including report-writing skills and an ability to effectively communicate transport principals to a wide range of stakeholders externally and internally.
- Experience in business case development (using NZTA business case process or the treasury better business case five Case model framework) and experience with central government funding including the Transport Investment Online system. (desirable)
- Demonstrable experience in data analysis to derive valuable insights, delivering evidence-based decision making.
- High level of computer literacy and experience working across a variety of systems, including the Microsoft suite of products, and an aptitude to work with specialised software including GIS, transport planning and scheduling software.

## Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the team member level sit beneath each of the following organisational competencies.

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. From time to time the incumbent will be required to accept and carry out other duties.

Band / Grade  
6 / 16

Position Code  
[...]

Last Updated  
17 September 2025

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

Ingoa | Name:

Waitohu | Signature:

Rā | Date Signed: