

## Corridor Access Manager

To ensure compliance with local regulations, coordinating with relevant authorities and managing Corridor Access Request processes effectively, to ensure safe and efficient traffic management.

ORGANISATION  
**NGĀ POU | OUR VALUES**

 **Manaakitanga**  
POU 1. The customer is at the centre of everything we do.

 **Rangatiratanga**  
POU 2. We aspire to the highest standards.

 **Whakapono**  
POU 3. We strive to be trusting and trustworthy.

 **Whanaungatanga**  
POU 4. We act with courage, respect, kindness and empathy.

 **Kotahitanga**  
POU 5. We embrace diversity and strive to be inclusive.

 **Aroha**  
POU 6. We believe in and encourage each other.

 **RANGITIKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

## Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Corridor Access Manager – that’s your primary role at Rangitikei District Council. You will manage works and activities undertaken by Utility Operators, Contractors, and Event Organisers across the District.

But working with us is much more than simply completing the task – it’s about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We’re crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

We want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Effectively manage Corridor Access services across the district through the oversight, review, and management of requests for Road Corridor Access, Traffic Management Plans, and Road Closures
- Ensure Council's and third party's requirements and responsibilities are a road controlling authority are met, including but not limited to; Local Government Act, Roading Powers Act, Public Works Act, Code of Practice for Temporary Traffic Management, National Code of Practice for Utility Operators' Access to the Transport Corridor, and relevant policies and bylaws.
- Manage the Corridor Access activity using the Councils RAMM database
- Plan and assist in developing TTM plans in compliance with current regulations.
- Undertake inspections of permitted works and activities including Temporary Traffic Management Plans and road corridor reinstatements
- Actively manage noncompliance issuing infringement notices if required
- Liaise with utility companies, and other stakeholders to ensure coordinated operations are undertaken within the road corridor
- Provide guidance and support to project teams regarding TTM requirements and best practices
- Keep abreast of industry trends and updates in TTM practices and regulations
- Prepare reports on TTM activities, including CAR permit status, compliance metrics, and incident reports
- Ensure that strong, collaborative relationships are developed and maintained with key internal and external stakeholder
- Assist with Service Requests and customer enquiries

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

## Our customer commitment

We strive to deliver excellent customer service by:

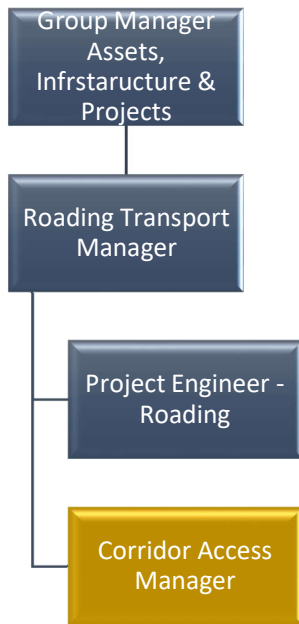
- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

## What you will bring

- Tertiary qualification in civil engineering or equivalent relevant work experience in managing TTM operations in a construction or civil engineering environment
- Strong understanding of regulations and industry standards relating to TTM and CAR processes.
- Proven contract / project management experience
- A good general knowledge of the roading activity



- Demonstrable understanding of local government and New Zealand's road sector
- Excellent verbal and written communication skills, including ability to present and explain ideas both visually and verbally
- Demonstrated ability to perform professionally and efficiently and a capacity to work under pressure and meet deadlines
- Solution orientated and accountable
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Strong computer skills including both literacy and competency in the Microsoft Office suite of programmes (particularly Word and Excel)
- Thorough understanding and advocacy for the principles of customer first