



SHAPING AN
AWESOME
HAMILTON

Transport Corridor Auditor

Infrastructure and Assets

About us

Our purpose is to improve the wellbeing of Hamiltonians. To fulfil our purpose, we need to become the leading community-focused Council, so that Hamilton's full potential can be unlocked – making it the best place to live.

Our staff are at the heart of everything we do. We value *kia urutau* (adaptability), *kia ngaawari* (simplicity), *kotahitanga* (inclusiveness), *kaitiakitanga* (guardianship), and *kia manawanui* (ambition). These values drive the way we think about how we do our work to stay true to our purpose. We need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

About the position

This position sits within the **Infrastructure and Assets group**. The purpose of this group is to plan, build, operate, and maintain quality assets and infrastructure. Read on to find out more about the role.



What you will do

In this role, you will:

- Reporting to the Traffic Management Lead, you will support the Connect Hamilton team by providing engagement with our internal teams and external customers, ensuring we maintain a high standard of Reinstatement by third parties and compliance with the National code of Practice for Utilities Access to Transport Corridors and the Code of Practice for Temporary Traffic Management and an Understanding of the New Zealand Guide to Temporary Traffic Management.

Reports to	Traffic Management Lead
Responsible for (total number of staff)	
Delegation	\$0.00
Budget	\$0.00

Key responsibilities

Some of the **key responsibilities** for this role include:

Key Outcomes

Some of the **key outcomes** for this role include:

- Ensuring “Best for Network” decisions are made in a collaborative manner.
- Positive and productive working relationship with internal and external customers and stakeholders are maintained to minimise

traffic disruption and maximize Coordination.

- Our assets are kept to the agreed service levels.
- Works completed and Warranty inspections carried out to meet the KPI’s set out in the National code of practice for Utilities Access to Transport Corridors.
- Ensuring compliance with the Code of Practice for Temporary Traffic Management, National Code of Practice for Utilities Operators Access to Transport Corridors and Regional Infrastructure Technical Specifications, relevant Bylaws, and policies
- Regularly inspect the Works completion and Warranty expiring carried out by contractors. All defects are to be recorded and managed using Submitica.
- Assist with performing and overseeing field work and ensuring that we meet contract specification and regional specification requirements
- Inspect & direct work activities.
- Undertake quality checks, identify risks and make corrective actions where required.
- Lead by example, driving Zero Harm through operational excellence.
- Manage deliverables to achieve a superior level of safety, environmental and quality performance.
- Ensure Zero Harm and sustainability requirements are a consistent consideration in all business decisions.
- Influence peers and business stakeholders to continually commit towards maintaining a high performing safety culture.

- Undertake safety leadership walks and critical risk observations as an ongoing value-add to the business.
- Provide regular feedback to and support the Zero Harm commitment of direct reports. Identifies and minimises business risks and compliance issues, including critical safety and environmental risks.
- Work in a collaborative manner with all relationships day to day.
- Develop, maintain and enhance relationships with CCA & non-CCA staff within Downer and HCC.
- Seen as peer and team player by staff from both parent organisations.
- The reputation of the CCA, Downer and HCC are enhanced.
- All matters are dealt with in a professional and collaborative manner in a “best for CCA” approach.
- Participate in an environment of sharing knowledge and ideas to ensure innovation and continuous improvement for the CCA.

How you will do this

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

Your mindset, skills, knowledge, and experience

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

You bring to the role

- Understanding of the National Code of Practice for Utility operators Access to the Transport Corridor.
- Quality/Reinstatement audits
- CoPTTM qualification STMS CAT A, B, 2 to 3 years practical experience as a minimum
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of Stakeholders (internal and external)
- A willingness to professionally grow.
- Ability to operate independently and also work in a collaborative environment.
- Effective and positive relationship management skills working with various stakeholders
- Experience working within the network maintenance & civil construction industry (desirable).
- Experience working in a culture that upholds Zero harm.
- Ability to work in a collaborative environment.
- A proven track record in network inspection and fault identification selection preferably in the maintenance/roading industry.
- Ability to utilize the PDA
- Show willingness/provide solutions to assist with a “continual improvement” philosophy.
- Organized and systematic approach to working environment.
- Can form influential relationships with stakeholders, customers, employees,

suppliers. Engages in collaboration with diverse teams. Strong communication skills (both written and oral).

- *Drive and performance mindset:* drive, passion, energy, critical thinking, ambition, growth and performance mindset. Takes initiative. Motivated by 'getting things done' as a result of personal effort. Takes unpopular stands if necessary. A 'can do' attitude.
- Learns quickly when facing new challenges. A versatile learner. High level of personal resilience. Performs in a stable manner under pressure. Is self-aware and focused on self-improvement.

Health, safety and wellbeing

All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing programmes and initiatives as required.

Civil Defence

Completes Civil Defence training and participates in events as required.

Note: *This position description is a broad outline of the key activities and responsibilities for this role. Key responsibilities may vary from time-to-time, at the request of the manager, to accommodate the operational needs of the team.*