Position Description

Title: Team Lead – Consents and Approvals
Group: Transport Services
Reports to: Manager, Consents and Approvals
Band: 19
Date: September 2019

Position purpose
The purpose of this role is to assist the development and delivery of consistent and quality resource management planning practice. This role will work closely with others to influence transport design and delivery to ensure the achievement of desired transport outcomes for New Zealand.

Key relationships

Internal:
- Manager, Senior Manager and direct reports
- Other business units in the Transport Services group
- Property and legal teams
- Strategic planning team
- Direct reports

External:
- Local government
- Iwi
- Department of Conservation
- Heritage New Zealand
- Other government agencies
- Local stakeholder groups
- NOC (Network Operating Contract) suppliers, consultants and contractors

Dimensions

Size of business unit: 6–9 FTE
Location: Any location considered
Budget: tbc

What you do counts

Key Accountabilities:
- Provide technical expertise in all facets of RMA (Resource Management Act) planning and other statutory processes related to the necessary consenting and permissions required for the Transport Agency works across design, delivery and maintenance
- Influence local government processes through both formal and informal means to ensure effects of third party activities and growth planning on the transport network are taken into account in decision making
• Build and maintain professional relationships with key stakeholders and customers
• Develop pragmatic solutions on relevant strategic issues and complex challenges
• Provide knowledge leadership on a range of regional projects and regular programmes
• Represent the Transport Agency in regional and national forums
• Support Manager, Consents and Approvals to provide thought leadership, mentoring and coaching to team members and colleagues, and deliver accountabilities

**Individual Accountabilities:**

**Change Support**
• Participate and contribute through change by thinking, acting and advocating the change

**Health and Safety**
• Takes responsibility for own health and safety
• Ensures own actions keep self and others safe

**Self-development**
• Takes responsibility for personal development and continually develops own professional expertise

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**Leadership Expectations**

<table>
<thead>
<tr>
<th>NAVIGATOR</th>
<th>Drive the business to deliver our strategy</th>
<th>A great Navigator will</th>
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</thead>
<tbody>
<tr>
<td>Takes our strategy and sets the team’s direction</td>
<td>Understands the strategy and what it means to their team</td>
<td>Talk about how their focus fits with others across the Transport Agency</td>
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<td></td>
<td>Sets challenging goals with regular milestones</td>
<td>Know when to make a decision, and when a decision should be made by others</td>
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<tr>
<td></td>
<td>Is prepared to change tack if that’s the best thing to do</td>
<td>Always have one eye on the big picture</td>
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<tr>
<th>INNOVATOR</th>
<th>Be a curious Innovator</th>
<th>A great Innovator will</th>
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<tbody>
<tr>
<td>Encourages curiosity and innovative thinking to find different ways of doing things</td>
<td>Respectfully challenges the status quo</td>
<td>Walk in the shoes of others (our people, customers and partners)</td>
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<td></td>
<td>Gives credit when credit is due</td>
<td>Actively encourage the team to seek out new ways to do things</td>
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<td>Accepts mistakes as part of an innovation’s iterative process</td>
<td>Talk about what could be, rather than what is</td>
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<td>Tags back to the milestones regularly – reviewing, reflecting and learning</td>
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<table>
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<tr>
<th><strong>STORYTELLER</strong></th>
<th>Inspire and motivate people</th>
<th><strong>A great Storyteller will</strong></th>
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</table>
| Lives our strategy and connects teams, partners and customers with the big picture | Asks about other’s opinions and point of view  
Ensures everyone understands the ‘why’  
Lives our DNA each and every day | Get people excited about our vision  
Keep the customer front of mind  
Have a wide network of people to explore ideas with  
Ensure the team has the information it needs when they need it |

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<tr>
<th><strong>CONNECTOR</strong></th>
<th>Collaborate and connect with others</th>
<th><strong>A great Connector will</strong></th>
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</table>
| Builds meaningful relationships with others and supports collaboration | Has strong, meaningful relationships with their colleagues and Transport Agency partners  
Understands that differing views are healthy as they ensure the most broadly considered outcome  
Knows who the best person is to deliver specific outcomes  
Shares both the benefits and the risks | Openly share knowledge and information  
Connect others with the best person for the job  
Catch up with Transport Agency partners regularly |

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<tr>
<th><strong>COACH</strong></th>
<th>Lead seriously exceptional teams</th>
<th><strong>A great Coach will</strong></th>
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</table>
| Creates a safe, supportive environment where their team excels and people thrive | Creates a safe environment, supporting the team to succeed  
Is a passionate, empathetic and positive leader  
Inspires people to achieve more than they thought they could  
Encourages people to be courageous and empathetic  
Rewards and recognises people – promotes team success | Have open conversations with people, providing constructive feedback and support  
Coach from the side-line, letting subject experts play their roles  
Ensures people understand how their work contributes to our strategy |

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<th><strong>DELIVERER</strong></th>
<th>Deliver amazing results</th>
<th><strong>A great Deliverer will</strong></th>
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| Enables the team to play their part in delivering great journeys to keep New Zealand moving | Motivates team members to own their work and strive to exceed expectations  
Regularly reviews milestones and balances resources and priorities to ensure delivery  
Holds themselves and others to account to deliver exceptional outcomes | Inspire everyone to be focused on delivering our Strategy  
Ensures people know what is expected of them and by when  
Push for better results than have been achieved previously |

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<tr>
<th><strong>Self &amp; team driven</strong></th>
<th><strong>Strive for exceptional customer outcomes</strong></th>
<th><strong>Self and team drive people will</strong></th>
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</table>
| Hold self-accountable to deliver exceptional team outcomes | Take ownership of your work and strive to exceed customer expectations  
Work as a true team player delivering to team priorities  
Reach across the agency to understand how your work connects with others and the big picture | Do what they say they will do |
The value you will bring

Knowledge and Experience

- Extensive experience in stakeholder management working to shape priorities
- A good understanding of Government policy and legislation as it relates to an integrated, sustainable, affordable, responsive and safe land transport system
- Understand the political and strategic context of strategies and the ability to deliver outcomes that enable economic development
- Demonstrated strategic thinking ability
- Experience in the evaluation of sector activities in government organisations to achieve value for money and national outcomes
- Knowledge of local authority planning for transportation and investment decision making process
- The ability to work strategically within a national context
- Strong analytical and interpretation skills
- The ability to effectively bring together multiple perspectives
- Strong written and oral communication skills
- Ability to interpret technical information for a wide range of audiences
- The ability to deliver pragmatic solutions in a timely manner to customers

Qualifications:

- Tertiary qualification in a related discipline, or relevant experience
- A current and valid New Zealand driver’s license (or equivalent)
- Membership of an appropriate related professional organisation is desirable
Context

Our strategy:  
*He waka kotahi, he waka eke noa.*
Together in one canoe with no exception, moving in the right direction.
This whakatauki captures the essence of the Transport Agency’s strategy – which points us in the right direction, and confirms how we work together to provide value to customers, businesses and New Zealand.

Our DNA
Our culture underpins our strategy and everything we do. We describe our culture as our ‘DNA’. It has three core attributes:

**CUSTOMER FOCUS** means we know who our customers are, care about what’s important to them, enable them to live the best life they can and we role model our safety messages.

**COLLABORATE TO ACHIEVE AS ONE** means we understand how our work connects with others, we share knowledge, we communicate and act with awareness of what else is happening inside and outside our organisation, and we show incredible respect and empathy.

**CURIOUS TO CULTIVATE INNOVATION** means we focus our creative energy on things that make a difference to our customers and deliver our strategy. We ask why and how we could do something better, embrace diversity and let go when the time is not right.

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