Head of Transport

Transport, Economy and Development

Reports to: Director Economy and Development

Location: Laings Road

Date: November 2026

Purpose of the role:

The role has overall responsibility for the maintenance, operation, and renewal of the transport network in Hutt City. This includes the development of the network through relevant projects.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values

Manaakitanga *Show you care*
We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau
Work as One Council

He Tātai Muka
People & Performance Focus

He Rangi tā Matawhānui
Open & Adaptable

Te Ringa Tōhau Nui
Business sense

Kāpuia Te Kākaho
Customer & Community Focus

Te Pae Tawhiti
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☐ Foundational ☐ Intermediate ☒ Advanced

About the role

Develop and provide transport services for the Council	Ensure transport services are delivered in a planned, effective, and efficient manner. Review and develop transport policy, including standards and performance criteria.

	Ensure goods and services are procured appropriately and delivered to a high standard. Ensure Council's statutory obligations are met in respect to transport activities. Responsibility for: • Providing advice on transport activities to the public and other divisions within Council • Prepare reports for Council on transport issues and attend Council committee and other meetings as required Regular meetings and actions with Waka Kotahi, GWRC, Tiaki Wai and the utilities for operation liaison
Protect and manage the Council's transport assets	Overall responsibility for: • Safe operations of network utility authorities within the street road corridor • Establishing programmes for monitoring service potential and asset performance, (RAMM surveys, bridge inspections, SCRIMM surveys) • Contingency and emergency response plans for the transport network • Develop and implement quality assurance procedures for transport services Review and update the Transport Activity Management Plan and lead the improvement plan. Ensure all transport assets are safe, resilient, managed, maintained, and renewed to a high standard Ensure transport maintenance contracts are managed effectively.
Contribute to the Economy and Development Leadership Team	Contribute to the Economy and Development Leadership Team (EDLT) by being part of a high performing team. Work collectively and collaboratively as part of EDLT to lead the Economy and Development unit and deliver the work programme.
Leadership	Provide strong and authentic leadership that supports our people to achieve positive outcomes, learn and grow, feel valued and have a sense of purpose by understanding how their work contributes to our organisational priorities.

	Lead and be a role model of Council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best by positively influencing and improving the people experience at every step of the employee lifecycle. Take a 'one council' approach to leadership. Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Strategy, development & planning	Develop and provide innovative ideas and solutions that enable Council to keep pace with fast-changing technologies, best practice, and trends. Prioritise and implement the Council's Strategic plan in an organised way to ensure business continuity and resource availability. Develop short term and long-term strategies and plans. Ensure effective resource planning and management across the team, with a focus on meeting service delivery expectations. Participate in the processes required to access government funding via the Regional Land Transport Plan. Represent Hutt City Council at regional strategic and operational meetings with a transport component such as the Transport Advisory Group and Te Ringa Mamoa. Develop and progress projects to enhance the multi modal transport network.
Customer experience	Foster a positive customer experience at every stage of the customer journey. Build customer loyalty and satisfaction.
Stakeholder engagement	Build and develop effective relationships, proactively engaging with others in a positive manner, including with key stakeholders and business and industry groups. Collaborate across council and with our partners to explore opportunities for continuous improvement. Develop and maintain an ongoing understanding and awareness of the organisation's political arm and aims,

	ensuring the ability to respond effectively and appropriately to requests for advice or services.
Change management leadership	Be an effective sponsor of change by demonstrating commitment to the change, both individually and organisationally. Coach and support your people through their own change journey. Provide clear, concise and timely communications to your people.
Continuous Improvement	Champion new and innovative ways of thinking. Identify, recommend and aid in the implementation of improvements to existing systems and procedures.
Financial management	Be accountable for decisions around money and assets, carefully considering the best value for money when making spending choices and managing costs to ensure expenditure is within budget. Protect council's reputation and consider the perception of how expenditure would look to stakeholders and third parties. Participate positively in the Long-Term Plan and Annual Plan budget processes, along with regular budget management, reporting and forecasting activities, to ensure accurate and quality information and advice is provided.
Risk management	Champion risk management, consult and proactively assist leaders to develop best practice systems, and drive education and awareness.
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role i.e: floods, slips and other weather or natural event preparedness and ensure the Transport team are trained to support this work.
Health, safety and wellbeing	Support your team to actively engage in health and safety, manage risk and overlapping duties to create a safety culture based on continuous improvement. Ensure the wellbeing of our people is a priority and that team members are encouraged and supported to participate in wellbeing activities.

	Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely. You are familiar with our H&S Manuals and how to abide by and operationalise its content.

About you

Essential	• A tertiary qualification in an appropriate discipline that has relevance to transport and or leadership • Sound experience in management of transport activities • Experienced people leader in a collaborative working environment • Knowledge of asset management principles as they relate to transport • Experience with computer-based information systems • Experience in project definition and project management • Budget management experience commensurate with annual Capex/Opex expenditure • Experience working with Elected Officials
Desired	• Knowledge of road maintenance design technology • Demonstrated contract management skills

Key relationships and delegations

Number of people reporting you	7
Total number of people within your delegation	35
Operating budget	$ TBC
Capital budget	$ TBC
Core partnerships	Internal: Director of Economy and Development, Transport Staff, Relevant Committees, Other Heads of Departments, Executive Assistant to Director

	External: Waka Kotahi New Zealand Transport Agency, Greater Wellington Regional Council, Key providers of contracted services, Managers of other Councils

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.