



Traffic Management Co-ordinator

Transport, Economy and Development

Reports to: Corridor Operations Manager

Location: 30 Laings Road, Lower Hutt

Date: September 2026

Purpose of the role:

The Traffic Management Co-ordinator is responsible and accountable for effective and compliant traffic management activities on the Hutt City local road network and assisting in the transport networks preparedness for, and operation during, unplanned events.

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 Rangī tā Matawhānui

Open & Adaptable

Te Ringa Tōhau Nui

Business sense

Kāpuia Te Kāhaho

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

Provide Professional traffic management oversight	Provide traffic management direction and expertise to external and internal customers to ensure compliance across the roading network. Work with internal staff and external contractors in a professional and polite manner. Mitigate risks associated with Temporary Traffic Management non-compliance. Be proficient with and apply the New Zealand Guide to Temporary Traffic Management (NZGTTM). Be familiar with the National utility Code 2016. Co-ordinate with the Corridor Manager to prioritise work across the network.
Emergency Management	Provide assistance in the response to emergency events such as floods, slips and other weather or natural events as required. Support the Operations Manager undertake an assessment of the transport network, identifying potential improvements to assist with emergency management. Maintain current registers of vulnerable assets and coordinate necessary maintenance Liaise with other Council teams as necessary when notifications of events or potential events are received. Undertake training to advanced level, and ongoing training to lead the Council's emergency response from a transport perspective, as required. Participate in Emergency Coordination Office training, scenarios and meetings. Maintain the Transport Teams Emergency Folder ensure details and procedures are up to date.

Review, approve and audit Temporary Traffic Management	Review, approve and consult regarding Temporary Traffic Management Plans (TMPs) submitted by external parties within required timeframes. Assist external parties in achieving compliance with the Code of Practice for Temporary Traffic Management or the New Zealand Guide for Temporary Traffic Management. Issue non-conformance or close down sites when required. Meet reporting requirements to Waka Kotahi of audits and non-conformances issued.
Stakeholder management	Build and develop effective relationships, proactively engaging with others in a positive manner, including with key stakeholders and business and industry groups. Collaborate across the Council and with our partners to explore opportunities for continuous improvement and identify how we can continue to improve synergies between external and internal customers. Develop and maintain an ongoing understanding and awareness of the organisation's political area and aims, ensuring the ability to respond effectively to requests for advice or services.
Leadership of Self	Seek to understand how your work contributes to our organisational priorities. Role model Council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork. 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.
Planning	Understand and contribute to team short term and long-term strategies and plans.
Customer experience	Contribute towards providing positive internal and external customer experiences.

Stakeholder engagement	Build and develop effective relationships, proactively engaging with others in a positive manner.
Navigating change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do in order to continue to meet Council and Community needs. Ask questions and participate positively during times of change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking. Identify, recommend and aid in the implementation of improvements to existing systems and procedures.
Financial acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles and office supplies.
Risk management	Identify risks and hazards and escalate appropriately.
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement. 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, Policies and Process and agree to abide by them.

About you

Essential	Understanding of the New Zealand Guide to Temporary Traffic Management. Holder of a current full NZ drivers licence. Commitment to remain up to date with current technical knowledge through attendance at appropriate training and conferences. Organisational skills with the ability to cope with changing priorities and deadlines Excellent written and verbal communication skills
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	Ability to build and maintain relationships
Desired	Risk assessment training A recognised qualification in an appropriate discipline NZGTTM training. Experience in managing CoPTTM compliance through preparing/reviewing/approving/auditing traffic management plans. AutoCAD experience WREMO Emergency Management Foundation (or equivalent) Local Government experience Emergency management experience

Key relationships and delegations

Number of people reporting you	NIL
Total number of people within your delegation	NIL
Operating budget	\$ NIL
Capital budget	\$ NIL
Key relationships	Internal: Transport Team. Emergency Operations Team. Other Council staff. External: Members of the public. Supply chain. New Zealand Response Teams. Regional Emergency Response. Utility operators and contractors. 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.