



TaurangaCity

Job description

Title	Transport Coordinator
Number	3TR261; 100933
Group	Operations & Infrastructure
Division	Transport
Reports to	Manager: Transport Strategy & Assurance
Direct reports	N/A
Date	03/03/2022

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to provide exceptional administration and support services to the Transport Management team and the wider Transportation division.

Key outcomes

Provide support for the Transport management team.	• Be the go-to person for the transport management team for administrative needs. • Co-ordinate diaries and book appointments etc. • Manager outlook for management team to follow-up routine emails and send reminders re CCM's etc • Co-ordinate all incoming and outgoing correspondence for the transport team. • Support management team during AP and LTP process to co-ordinate responses.
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WHANAKE TE TAI

Manage Customer and Stakeholder Services.	• Communicate with customers, both internal and external and manage all enquires. • Provide efficient communication and support to customers and stakeholders.
Assist with key system and finance support.	• Provide support and data assistance across the division within put into systems and databases. • Undertake financial administration support duties for the division.
Professional relationships are developed, maintained, and leveraged to achieve business goals.	• Internal and external professional relationships are developed. • Professional relationships are leveraged to benefit achievement of business goals.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• Undergraduate diploma and/or technical certificate or equivalent level of learning through experience. • Experience operating in a similar role or at a similar level coordinating comparable projects and supporting a comparable Executive(s).

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections