



TaurangaCity

Job description

Title	Transport Systems Operations Coordinator
Number	
Group	Infrastructure
Division	Transport
Reports to	Manager: Transport Systems Operations
Direct reports	Nil
Date	June 2025

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 support the Network Operations, Asset Management and TTOC Teams in delivering their respective programmes and functions, ensuring that these teams are able to recover costs where able. This demands effective and efficient communication, administrative, coordination, and financial skills across the Transport Network Operations (TNO) environment.

Key outcomes

External and Internal customers receive accurate and timely information and service when dealing with the TNO teams.	<ul style="list-style-type: none">• CCMs are managed for prompt and complete responses to customers, avoiding escalations and reporting CCM status weekly• Comms info is provided in a complete and timely manner to Comms Team and other stakeholders• Other info and SME requests to the Team are managed in a timely way.• Assist with management of communications within and between teams in TCC
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	<ul style="list-style-type: none"> • Assist with planning of functions such as emergency response and business continuity. • Undertaking invoicing and cost journalling.
The TNO team's objectives are achieved through efficient network coordination and administrative support. Delivered in a reliable and effective way.	<ul style="list-style-type: none"> • Support team members in all aspects of transport network management and delivery • Perform delegated management functions. • Perform key administrative tasks in support of team members • Ensure all procurement is undertaken in accordance with Council policy and procedures • Draft accurate Minutes of Meetings
The Network Operations Team produces reporting and data that is trusted, accurate and is delivered on time.	<ul style="list-style-type: none"> • All creditors are paid in time in accordance with TCC financial policies. • Project accruals are delivered accurately and on time • Draft Carta reporting and financial forecasts • Organise and maintain Teams channels, file storage in Teams and Objective for easy access and accuracy • Work with Team Leaders to improve reporting processes across the transport network life cycle • Assist with collection and entry of project data eg RAMM as-builts and asset data. • Supporting the team with accurate cost allocation.
All team members make active and positive contributions to the team culture and ways of working.	<ul style="list-style-type: none"> • Lessons learned are proactively shared to improve the capability of all team members. • Look for opportunities for continuous improvement in systems, processes and people. • Celebrate success and enhance positive Team culture

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
<ul style="list-style-type: none">• Tertiary qualification in relevant field• Relevant team coordination/administration experience (3-5 years)• Strong communication and organizational skills• Intermediate Information Technology skills including MS Outlook, Word, Excel, Powerpoint, Teams• Experience in cost allocation, invoicing, and transport network or civil engineering fields an advantage

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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