

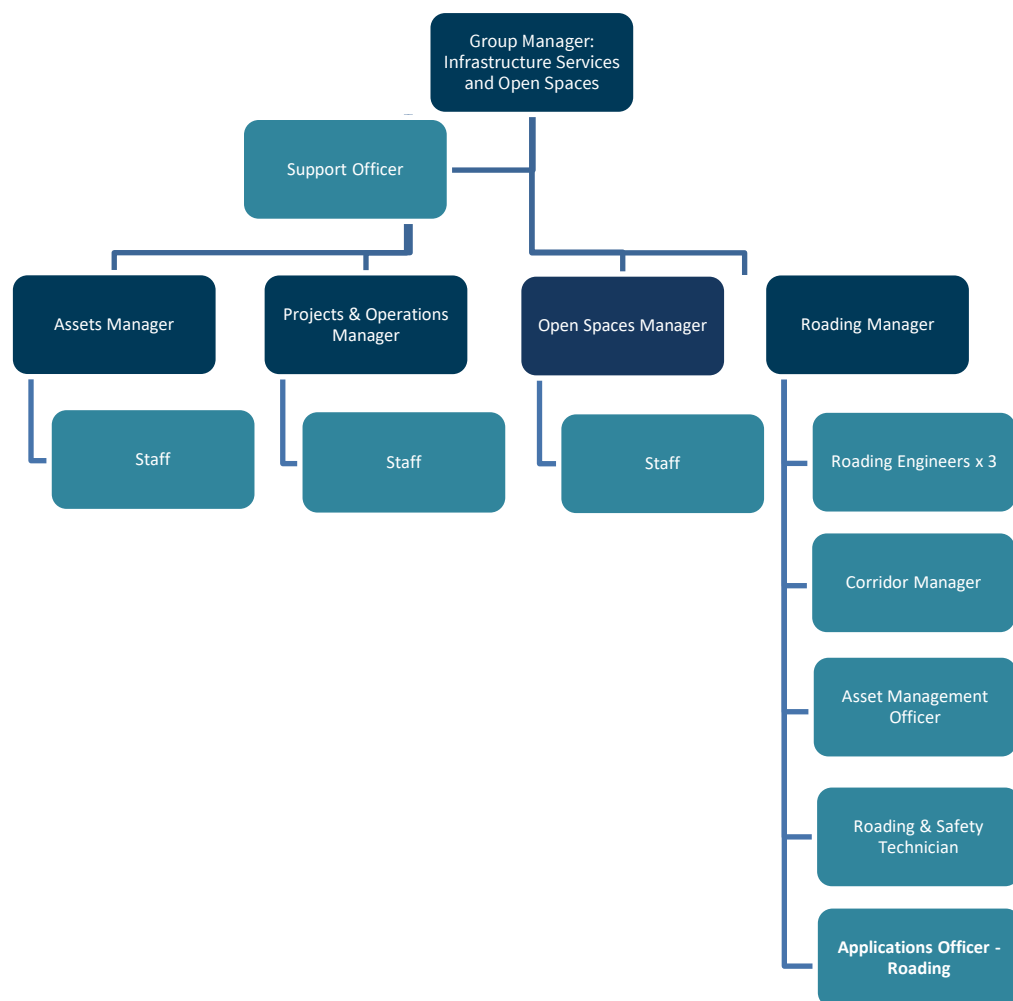
# Position Description

<b>Position Title:</b>	Applications Officer – Roothing
<b>Reports To:</b>	Roothing Manager
<b>Team:</b>	Roothing Team
<b>Group:</b>	Infrastructure Services and Open Spaces
<b>Employment Type:</b>	Permanent/Fixed Term, Full time
<b>Date Modified:</b>	August 2024

## Purpose

To perform a range of administrative and field inspection duties associated with Road Corridor Management, providing a professional and efficient service to internal and external customers.

## Group Structure



# our Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

# our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

## Key Accountabilities

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### Road Corridor Access Applications

- Receive and generate in Technology One all road applications including vehicle crossings, stock underpass, pipe under road, oiling and temporary fences in accordance with established processes and timeframes, and acknowledge receipt in writing. Ensure all application fees have been received.
- Ensure all applications are approved with necessary management confirmation if required and that an approved Work Access Permit has been obtained.
- Undertake onsite inspection of completed works to ascertain Council approval.
- Accurate field notes and photos of all corridor inspections are collected and uploaded into appropriate systems (Technology One, RAMM/Submitica).
- Provide written confirmation that work has been approved or indicate what is required to gain approval and timeframe in which this work is to be actioned.
- Follow up on all re-inspections of failed work actioning as above until work has gained the required approval and sign off both in Technology One and RAMM/Submitica.
- Undertake warranty inspections as notified in Technology One.

### Utility installations

- Arrange and meet Utility operators to walk over proposed installation sites, recording the location of existing services and proposed offsets; identify obstructions and issues that may arise.
- Liaise with Roding engineers to ensure proposed works are synchronised with any planned works.
- Provide written confirmation of agreed installation and reinstatement ensuring compliance with the “National Code of Practice for Utility Operator Access to Road Corridors”.

### Stock Underpasses

- Check existing stock underpass records and assist the Council lawyer in having Land Covenant correctly endorsed and filled against appropriate property Certificate of Title.
- Assess new stock underpass applications for Waka Kotahi NZTA subsidy and advise applicants of options available to them.

### Corridor Inspections

- Inspect Application “work completed” as notified in the RAMM/Submitica, ensure accurate field notes and photos of all inspections are collected and uploaded into RAMM/Submitica.
- Any failures followed up with applicant, ensuring repairs undertaken in realistic timeframes and all appropriate fees are generated.

### Contract Administration

- Prepare Contract Document Sets for each contract that has been awarded by the Roding Team.
- Courier documents to successful tenderer for signing; on return ensure documents are signed by Council officers; distribute documents to Engineer, Contractor and File original.

### Corporate Contribution

- Contribute to and follow the organisation’s governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events. Undertake any other relevant duties, including attending out of hour’s meetings as requested by your Manager or Group Manager.

## Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Personal Qualities

#### Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers and Council.

#### Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

#### Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

#### Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

### Knowledge and Skills

#### Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency (Gateway, Ci Anywhere, Technology One, CAR).

#### Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

#### Interpersonal Skills

- Tunes into others' emotions and ways of thinking.
- Realises the underlying causes of others behaviour and plans responses and reactions accordingly.
- Uses an understanding of individuals to get the best outcomes for the person and organisation.

#### Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

#### Specialist Expertise

At least three years relevant administration experience, ideally in a compliance environment.

Current drivers licence

Traffic management and Site Safe qualification desirable but not essential

Will require to ADC Warranted