

**SECOND SCHEDULE**  
**Position description and duties**

<b>Position Title:</b>	<b><i>Transportation Planner</i></b>
<b>Responsible to:</b>	Managing Director
<b>Responsible for:</b>	Work done by yourself and other staff members, including transport/traffic engineers, transport planners, transport modellers, analysts, surveyors etc who are working for you.
<b>General Description:</b>	<p>You will be expected to contribute at all levels to the whole range of tasks undertaken by the company. Such work will include client liaison and project management, development and use of traffic models, design work, development of traffic and transport planning surveys, analysis of data, assessment of traffic and transport operation, integrated transport assessments and report preparation.</p> <p>Such studies will of necessity cover a wide variety of circumstances. They will be undertaken by members of staff working alone or in combination as may be required by the project, and by the experience and skills of the staff member concerned.</p> <p>All work undertaken by you will need to be signed off by a director, associate, principal or senior in accordance with standard quality assurance practices.</p>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>– Commitment to client service and development of relationships with existing clients.</li> <li>– Seek opportunities to assist in maintaining the company's reputation as "at the cutting edge", fostering new ideas and promoting innovation.</li> <li>– Undertake all projects in a manner which seeks to further the cause of sustainable transport modes.</li> <li>– Use principles of integrated transport planning in masterplanning, transport system design and appraisal and evaluation of land use and transport proposals.</li> <li>– Initiation, organisation, collation and analysis of background studies needed to establish the expected traffic and travel patterns of clients' projects, including design of surveys, data collection, data analysis, research and review of published documentation.</li> <li>– Ensure appropriate use of databases and reference material to achieve a consistent and sufficient standard of accuracy in the base data, reporting analysis and predictions used by the Company.</li> <li>– Assessment of operation of traffic and transport infrastructure and development of solutions, including use of traffic models.</li> <li>– Travel behaviour, transport and traffic assessments, reviews and reporting.</li> <li>– Concept and scheme design of traffic and transport infrastructure.</li> <li>– Prepare reports and other documentation for internal and external distribution. All documents issued externally to be of a high standard, with regard to accuracy, grammar and presentation.</li> </ul>

<b>Business Compliance:</b>	<ul style="list-style-type: none"> <li>– Understand and act consistently with Flow Transportation Specialists Ltd's values and policies.</li> <li>– Understand and act consistently with the Engineering New Zealand Code of Ethics.</li> <li>– Adhere to all applicable protocols, guidelines and procedures.</li> <li>– Comply with all relevant legal obligations.</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>– Undertake all work in a safe manner and comply with company and workplace health and safety procedures.</li> <li>– Identify new hazards and advise manager or workplace Health and Safety representative/co-ordinator within 24 hours of identification.</li> <li>– Accurately report incidents and accidents to manager or workplace Health and Safety representative/co-ordinator as soon as possible.</li> </ul>
<b>Experience, Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>– Relevant tertiary qualification</li> <li>– &gt;3 years analytical-related experience working in the traffic engineering and transport planning industry</li> <li>– Experience in transportation design, transport assessments and or traffic modelling packages</li> <li>– Proven ability to develop surveys, supervise and analyse data collected for use in transport planning and traffic operation assessment projects</li> <li>– Creative and innovative approach to identifying opportunities and solving problems</li> <li>– An excellent standard of spoken and written English with an ability to communicate clearly and accurately</li> <li>– Computer literacy including word and excel</li> <li>– An ability to work alone or in a team environment</li> <li>– Strong team player with ability to engage team members and synthesise effective solutions</li> <li>– Well developed inter-personal / relationship development skills</li> <li>– Solid planning and time management skills</li> <li>– Action orientated with high standards of performance</li> </ul>
<b>Attributes and Behaviour</b>	<ul style="list-style-type: none"> <li>– Passionate about improving peoples' lives through travel behaviour change</li> <li>– Client focused</li> <li>– Project focused</li> <li>– Proactive/self-initiated</li> <li>– Results driven</li> <li>– Confident, resilient and determined</li> <li>– Values relationships and reputation</li> <li>– Open, honest and trustworthy</li> <li>– Pragmatic and realistic</li> <li>– Acts credibly and with integrity</li> <li>– Insightful</li> </ul>