

August 2017



## **Trips Database Bureau**

### **Executive Officer Role Description**

#### **Purpose of Document**

This document presents the role description and ongoing arrangements of the TDB Executive Officer position. Trips Database Bureau (TDB) has an executive support structure based on a Executive Officer who provides support to the Board and oversees the delivery of the annual plan and budget. The position is nominally assisted by three reporting positions, each responsible for key TDB Strategic Objectives: Database and Survey Management, Research and Membership Management/Growth; additionally the Executive Officer will arrange and manage additional financial and administrative support positions.

#### **Preamble**

The Bureau seeks to develop and maintain a single database of trips and parking demands by all modes related to all land uses, for the use of practicing engineers and planners operating in New Zealand and Australia. The Bureau also undertakes research in the technical area of travel characteristics and transportation engineering.

Established in 2002 the Bureau began as a New Zealand cooperative of practicing engineers involved in transportation planning. Since then it has been launched in Australia and currently the Bureau has about 60 members.

The Bureau is a Focus group of both IPENZ Transportation Group and the AITPM<sup>1</sup>. While being a Focus Group the Bureau is also an 'Incorporated Society'. For business and planning purposes its finances and programmes are overseen by the Board as an independently constituted body.

#### **Role Description**

##### **1. Personal Qualities**

The Appointees shall:-

- Be a qualified Transportation Planner or Traffic Engineer;

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<sup>1</sup> See <http://www.ipenz.org.nz/ipenztg/index.htm> and [http://www.aitpm.com.au/index.php?option=com\\_content&view=article&id=15&Itemid=35](http://www.aitpm.com.au/index.php?option=com_content&view=article&id=15&Itemid=35)

- Have memberships of IPENZ/IEA or equivalent and preferably be a member of the IPENZ Transportation Group or AITPM;
- Have experience that includes traffic engineering and/or transportation planning, having held a responsible position of design or research and management in such fields;
- Have administrative experience that includes reporting to Boards and/or Councils, and a general knowledge of meeting procedures, minutes, records and financial reporting;
- Have technical experience that includes traffic research and a familiarity with travel surveys.

The role can be voluntary or a part time contract position and would generally suit either mid-career professional engineers or retired and active professionals.

## **2. Role Commitment**

The role is expected to involve an average of 4 hours input per week.

## **3. Role Purpose**

- To manage the Bureau so as to achieve its vision and cooperative services to members.
- To fulfill the role of administrator in terms of the Bureau's Society Rules Rule No 9.
- Coordinate the work of the various TDB support roles.
- Report periodically to the Board.
- Be responsible for administration of the Bureau.

## **4. Responsibilities and Tasks**

- i) To lead the officer team and ensure the viability and ongoing relevance of TDB.
- ii) To liaise with TRICS, the RMS, the ITE and other database owners and reciprocal members so as to maintain involvement in TDB activity.
- iii) To take responsibility for the preparation of the Annual Plan, manage its programmes and report to the Board on its progress.
- iv) To manage the financial affairs of the Bureau including invoice processing responsibilities, present financial reports to the Board and be responsible for the management of its finances including tax requirements, with the assistance of a part time contract accountant.
- v) To ensure the necessary correspondence/email/filing systems are adequate for the momentum and activities of the Bureau, with the assistance of a part time contract secretary.
- vi) To ensure that the Newsletters and Technical notes to members are relevant and distributed on a regular basis.

- vii) To ensure full support for the Board meetings including timely preparation of Agenda papers and minutes, and arrangements for meeting generally as tele-conferences held approximately two monthly.
- viii) To prepare reports and attend the Annual General Meeting, normally associated with a conference, seminar or workshop.
- ix) To represent the Bureau, with basic expenses paid, at IPENZ, AITPM and other relevant conferences.
- x) To report regularly to the Board on these matters and take responsibility between meetings for initiatives in all these areas.

## **5. Executive Officer Relationships with Others**

The Executive Officer reports directly to the Board and may, where s/he deems it appropriate, also ask the Bureau's Consultants to attend Board meetings so as to present reports or be involved in the Board's deliberations.

Between Board meetings the Executive Officer shall keep in regular contact with the chairman and other officers, and ensure that invoices and other documents requiring processing and approval are dealt with in a timely manner in the months between meetings.

The Executive Officer shall maintain courteous relationships with Bureau members and other professional organisations, while strongly encouraging participation in surveys, workshops and other Bureau activities.

With the Bureau being a non-profit Focus Group of the Transportation Group of IPENZ and the AITPM, there will be times when tasks are, in effect, being undertaken to support these Professional Engineering Institutions and the wider interests of its members. It is expected that the Executive Officer fee invoices will take this professional support work into account.

## **General Contract Arrangements and Conditions**

The Executive Officer position can be held for more than one year with the approval of the Board. Each current Executive Officer is to confirm whether or not they wish to remain in the role by 31<sup>st</sup> January to allow time for a successor to be appointed should they wish to vacate their role. If a new appointment made for a position, an unpaid transition to taking over full responsibility from the present Officer bearer should be arranged commencing 1<sup>st</sup> April if at all possible.

Some office services to the Bureau, including accounting and membership secretarial services, are already contracted by the Board. In order to undertake the role's work, the Executive Officer's contract may include appropriate fee levels of support staff and may also include a lower rate for engineering assistants and other secretarial/administrative support fees.

The general conditions of contract for any paid position will include the ACENZ short form contract and also have attached to it, this job description and a schedule of fee rates to be agreed by the Board.

The Annual Budget for any fees associated with the Executive Officer role will be subject to limits determined by the Board on an annual basis at the time of the confirmation of the Annual Plan. Payments to be paid throughout the year will be based on quarterly estimates proposed by the Executive Officer and approved by the Board at its normal meetings. Any contract and fee rates will be subject to review annually and not later than the 1 June in any year.

Any hours/fees to be paid in respect to this role will be invoiced and paid on a monthly basis.