



## Chief Executive Officer (EO) – Temporary Traffic Management Industry Steering Group (TTM ISG)

**Position Title:** Chief Executive Officer (CEO)

**Reports To:** Chairperson of the ISG Committee

**Location:** Wellington or Auckland

**Type:** 60% Full time, 6-month hourly rate contract

### Overview

The TTM ISG champions collaboration and representation within the TTM sector by fostering excellence in practices that enhance safety and efficiency on the roads. We aim to advance the industry by nurturing a culture of shared responsibility, supporting safe outcomes for New Zealand's road workers and road users.

The TTM ISG is an incorporated society with sector wide representation on the Committee, including, TTM suppliers, Membership Association for Consulting Expertise (ACE), NZ Utilities Advisory Group (NZUAG), Civil Contractors NZ (CCNZ), Roding Corridor Managers (RCA), NZTA and Tier 1 Contractors.

The Chief Executive Officer (CEO) is responsible for the operational management and implementation of the organisation's strategy. This individual will uphold the mission, vision, and values of the organization. The CEO reports directly to the Chairperson of the ISG Committee and works closely with them to achieve organisational goals.

### ISG Mission and Purpose

## Our Mission

The TTM Industry Steering Group **champions collaboration** and representation within the TTM sector by **fostering excellence in practices that enhance safety and efficiency on the roads**. We aim to **advance the industry** by nurturing a culture of shared responsibility, supporting **safe outcomes for New Zealand's road workers and road users**

## Our PURPOSE



### CONNECT

**Connect** people, businesses and clients to understand important focus areas for the TTM sector



### COLLABORATE

**Collaborate** to enhance effective management of risks from activities impacting road corridors



### ADVOCATE

**Advocate** on behalf of the TTM sector to improve real and perceived value of TTM



### SHARE

**Share** collective learning to nurture continual improvement of safety and efficiency of TTM



## Key Responsibilities

### 1. Leadership and Strategic Planning

- Assist in the development and implementation of strategic plans that meet the goals and objectives of the organisation.
- Lead the organisation in achieving its operational and financial goals.

### 2. Committee Relations

- Serve as the primary liaison point between the Committee and the organisation.
- Advise and inform Committee members on operations, financial performance, and strategic issues.
- Participate in Committee meetings, providing reports and updates as required.

### 3. Fundraising and Development

- Develop and implement a comprehensive membership and fundraising strategy.
- Cultivate relationships with key stakeholders, members, sponsors, corporations, and government agencies.
- Oversee funding applications and manage membership relations to ensure sustainable funding.

### 4. Financial Management

- Ensure the financial health of the organisation through sound fiscal management.
- Develop and oversee the annual budget, ensuring alignment with strategic goals.
- Monitor financial performance and provide regular reports to the Board.



## 5. Operational Management

- Oversee the day-to-day operations of the organisation, ensuring efficiency and effectiveness.
- Implement and manage policies and procedures to improve organisational performance.
- Ensure compliance with all relevant regulations and laws.

## 6. Human Resources Management

- Lead, inspire, and manage a team of specialist suppliers, employees and volunteers.
- Foster a positive and inclusive culture.
- Oversee procurement and management of service providers.

## 7. Community and Public Relations

- Act as the spokesperson for the organisation, representing it to the public, media, and key stakeholders.
- Build and maintain strong relationships with industry partners, government agencies, and other organizations.
- Promote the organisation's mission and programs through effective communication strategies.

## Qualifications

- **Education:** Qualifications in a related subject matter, communications and/or Business Administration.).
- **Experience:** Minimum of 5 years of in a not-for-profit organization or similar advocacy roles.
- **Skills:**

- Strong leadership and planning abilities.
- Proven track record in membership management/fundraising and development.
- Sound financial management skills.
- Exceptional interpersonal and communication skills.
- Ability to build consensus and foster a collaborative team environment.
- Strong problem-solving and decision-making capabilities.

## Personal Attributes



- Passionate about the organisation's mission and values.
- Integrity and credibility in all professional dealings.
- Innovative and forward-thinking.
- Strong commitment to diversity, equity, and inclusion.
- Organised and outcome focussed.

### **Compensation and Benefits**

- Competitive contract rate commensurate with experience.
- Opportunities for professional development and growth.

### **Application Process**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to [info@ttm-isg.org](mailto:info@ttm-isg.org) by the **11 April 2025**.