

Revision date: May 2020

Traffic Lead

The traffic lead has two main responsibilities, to collate the traffic information needed for Kiwiburn's traffic management plan as submitted to council and to coordinate the onsite traffic team that helps to guide and park participants when they first arrive onsite.

Key Responsibilities.

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Keep team members informed of any key decisions that affect them.
- Participate in an online discussion group with the Traffic team prior to the event.
- Ensure teams meet deadlines and key deliverables.
- Assist with the on-boarding of new Team Leads in conjunction with Volunteer Coordinator (email, welcome pack, face to face or phone queries).
- Team management
- Find and train a 2IC in the running of the department
- Update and maintain Asana and Google Documents as required, ensuring policy and process documents are kept up to date so that someone could run your department if you became unwell.
- Take part in a peer review before the summit each year.
- Write an Afterburn report

Performance objectives

- Confirm Mark Chetham as qualified traffic person
- Confirm plan and sign list is the same as last year
- Pass information onto whoever is submitting council documents
- Advertise and roster traffic crew for event
- Create a map or resources for the traffic team as required
- Order materials needed including swag, umbrellas, light vans etc
- Train traffic team onsite
- Take part in performance development after the event
- Write an Afterburn report
- Update Asana as required
- Update documentation and Job Description as required

Working Relationships

- ExCom (senior)
- Infrastructure Facilitator (senior manager)
- Team Leads - Greater, Gate, Town planning (colleagues)
- Participants (responsible for)

Who to contact for support

This role can bring its own challenges, on site you'll have direct access to Crew Support who are available before, during and after the event to have a chat (off-site you can contact them via email at crewsupport@kiwiburn.com). Additionally you can talk to the Infrastructure Facilitator or Event Manager if you ever want or need to.

Time Commitment

Must include times of year available and email answering availability

- Must be onsite the first two days of the event (Wednesday and Thursday), with desirability of being onsite up to three days before the event.
 - This will require you to be sober and available to meet three to four times each day with Site and Event Managers as required
- Must be responsive via email Sep-Feb
- Approx 30min to 1 hr per week Sep-Feb
- Must be onsite for the final day (Monday) to support exodus process

Necessary Qualities, Knowledge and Experience

- Leadership and team motivation
- Organisations and scheduling skills
- Computer literate

Desirable Qualities, Knowledge and Experience

- Understanding of NZ traffic law a bonus but not required
- Knowledge of Kiwiburn working structure
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of Google Docs and Asana