



JOB DESCRIPTION

Position:	Manager Planning, Development & Research
Location of position:	Head Office
Reporting to:	Head of Governance / Head of Delivery
Specific accountabilities:	As follows

PURPOSE

The primary objective of the Manager Planning, Development & Research (MPDR) is to provide strategic leadership in planning, development assessment, research, policy development, asset planning and transport infrastructure planning across the Fiji Roads Authority (FRA).

The role is responsible for ensuring that all subdivision, development, road reserve, road naming, rezoning and related applications are assessed and approved in accordance with FRA policies, standards, specifications, legislative requirements and established turnaround times.

The position will also lead the development and implementation of FRA's planning research and asset management strategies to support sustainable transport infrastructure investment, network optimisation, road asset preservation, resilience, innovation and evidence-based decision making.

Specific Accountabilities

1. Management and Leadership

- i. Plan, organise and manage the resources required for the effective operation of the Planning, Development & Research Unit.
- ii. Lead, influence and manage professional and technical staff to achieve FRA strategic objectives.
- iii. Promote a high-performance culture and support the professional development of staff.
- iv. Assist staff in meeting evolving technical, planning, research and managerial requirements.
- v. Establish and monitor team KPIs and provide timely performance feedback.
- vi. Provide coaching, mentoring and on-the-job training.
- vii. Promote continuous improvement, innovation and excellence in service delivery.
- viii. Ensure compliance with FRA policies, procedures and governance requirements.

2. Strategic Planning, Research and Development

- i. Lead and coordinate strategic transport planning, infrastructure planning and research activities for FRA.
- ii. Develop and maintain long-term road network plans and transport infrastructure strategies aligned with Government priorities and FRA strategic objectives.
- iii. Undertake and manage research relating to transport systems, road infrastructure, emerging technologies, climate resilience, asset management, mobility and infrastructure development.
- iv. Develop strategic planning frameworks, policies, guidelines and technical standards.



- v. Establish and maintain transport, traffic, demographic, economic and infrastructure databases to support planning and decision-making.
- vi. Coordinate traffic forecasting, transport modelling and infrastructure demand assessments.
- vii. Manage transport studies, corridor studies, network assessments and strategic investigations.
- viii. Provide strategic advice and recommendations to the CEO, Executive Management and Board on infrastructure investment priorities.
- ix. Prepare strategic reports, research papers, policy papers and Board submissions.
- x. Monitor international best practices and industry developments.
- xi. Identify opportunities for innovation, technology adoption and continuous improvement.
- xii. Liaise with universities, research institutions, development partners and government agencies on research initiatives.
- xiii. Lead special studies relating to resilience, climate adaptation, road safety and transport planning.

3. Asset Management Planning

- i. Develop, update and implement the FRA Asset Management Plan.
- ii. Ensure asset management objectives are integrated into FRA strategies, planning and procurement activities.
- iii. Develop plans that optimise whole-of-life asset value and service delivery.
- iv. Manage the preparation of asset management reports, strategies and Board papers.
- v. Monitor asset performance and recommend interventions to improve network condition and serviceability.
- vi. Coordinate asset data collection, analysis and reporting.
- vii. Ensure asset management practices align with Government policies, FRA objectives and international best practice.

4. Development Applications and Road Reserve Management

Manage all applications relating to:

- Subdivision Developments
- Development Approvals
- Rezoning Applications
- Road Reserve Use
- Road Naming
- Access Approvals
- Infrastructure Approvals

Responsibilities include:

- i. Review all applications received.
- ii. Ensure compliance with FRA standards and relevant legislation.
- iii. Ensure alignment with national and local strategic plans.
- iv. Make decisions on applications and appeals in accordance with delegated authority.
- v. Prepare recommendations to the CEO and Board where required.
- vi. Provide advice to stakeholders and government agencies.
- vii. Undertake public consultation and stakeholder engagement.



- viii. Ensure developments do not adversely impact existing road networks.
- ix. Maintain all development and approval registers.
- x. Coordinate assessment of engineering and transport impacts.

5. Road Vesting, Dedication, Proclamation and Road Closures

- i. Review all vesting, dedication, road closure and proclamation applications.
- ii. Ensure compliance with legislative and policy requirements.
- iii. Prepare recommendations to FRA Solicitors, CEO and Board.
- iv. Prepare submissions to the Solicitor-General's Office and relevant Ministers.
- v. Coordinate stakeholder consultation processes.
- vi. Maintain records and registers associated with road vesting and road closures.

6. Transport Planning, Research and Technical Assessments

- i. Review Traffic Impact Assessments (TIA).
- ii. Review Traffic Impact Statements (TIS).
- iii. Review Transport Studies and Strategic Transport Plans.
- iv. Review road network planning studies.
- v. Review corridor and mobility studies.
- vi. Assess infrastructure investment proposals.
- vii. Provide recommendations to the CEO and Board.
- viii. Manage planning and research projects undertaken by consultants.
- ix. Review transport demand forecasting and modelling outputs.
- x. Provide strategic recommendations regarding future transport infrastructure requirements.

7. Road Network Development, Adoption and Handover

- i. Responsible for the liaison, assessment, approval, inspection and adoption of all new road networks.
- ii. Ensure all roads proposed for vesting comply with FRA standards and specifications.
- iii. Coordinate inspections and handover processes.
- iv. Work closely with Design, Delivery, Operations and Capital Asset Replacement Teams.
- v. Maintain road dedication, vesting and asset transfer registers.
- vi. Review future network expansion opportunities and connectivity requirements.

8. Policy Development and Innovation

- i. Lead development and review of planning, transport and development policies.
- ii. Develop guidelines and technical standards.
- iii. Support legislative reform initiatives.
- iv. Promote innovation and technology adoption.
- v. Participate in national transport and infrastructure policy initiatives.
- vi. Coordinate stakeholder consultation regarding policy development.
- vii. Review and recommend improvements to FRA planning processes.

9. Stakeholder Engagement

- i. Manage relationships with internal and external stakeholders.



- ii. Maintain liaison with Town & Country Planning, Local Authorities and Government Agencies.
- iii. Represent FRA at technical committees, boards, public consultations and stakeholder forums.
- iv. Provide technical reports and briefings to Government agencies and Ministers.
- v. Engage with development partners, donors and funding agencies when required.

10. Statutory and Operational Compliance

- i. Ensure compliance with all relevant legislation.
- ii. Provide advice on legal and regulatory matters.
- iii. Support development of legislation, regulations and bylaws.
- iv. Review legal documents relating to road vesting, dedication and transport infrastructure.
- v. Participate in stakeholder consultations and awareness programmes.

11. Contractor and Consultant Management

- vi. Manage planning, research and development consultants.
- vii. Ensure quality, efficiency and value for money.
- viii. Monitor consultant performance and deliverables.
- ix. Ensure FRA objectives are achieved through contracted services.

12. Financial Management

- x. Assist in preparation of annual budgets.
- xi. Prepare forecasts and asset maintenance estimates.
- xii. Manage operational budgets within delegated authority.
- xiii. Monitor expenditure and financial performance.
- xiv. Ensure value for money in all activities.

13. Legislative Compliance

Ensure compliance with all applicable legislation including but not limited to:

- Fiji Roads Authority Act 2012
- Roads Act 1914
- Town Planning Act 1946
- Subdivision of Land Act 1937
- Local Government Act 1972
- Land Transfer Act
- Public Health Act 1935
- Surveyors Act 1969
- Environment Management Act
- Relevant Planning and Development Regulations

Additional Responsibilities

- Undertake any other duties as directed by the Chief Executive Officer or General Manager.



- Participate in emergency response, business continuity and disaster recovery activities.
- Support strategic and organisational initiatives across FRA.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of FRA and its Contractors and other agents are at all times in accordance with law;
- Ensure that your actions are within such powers as may have been delegated by the Authority;
- Compliance at all times with FRAs Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the FRA or the CEO may make; and
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

Organisational Performance

- Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the FRA assets are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of FRA's intellectual property rights;
- Protection of FRA's reputation; and
- Good public relations.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year following submission of the Annual Report to the Minister (in April).

The Head of Governance / Head of Delivery will appraise the Manager Planning, Development & Research (MPDR) which will be reviewed by the Chief Executive Officer.



POSITION SPECIFICATIONS

Qualifications

- Degree in Civil Engineering, Transport Planning, Urban Planning, Infrastructure Planning, Asset Management or a closely related discipline, with ten (10) years relevant professional experience, obtained from a reputable Technical Institution or University recognised under the Washington Accord.

OR

- Postgraduate qualification (Master's degree) in Civil Engineering, Transport Planning, Infrastructure Planning, Asset Management, Urban Planning or related discipline will be an added advantage with five (5) years relevant professional experience.

Experience and Technical Knowledge

Demonstrated knowledge and experience in:

- i. Infrastructure planning and development assessment.
- ii. Strategic transport planning.
- iii. Asset management planning.
- iv. Traffic Impact Assessments (TIA).
- v. Traffic Impact Statements (TIS).
- vi. Transport studies and transport modelling.
- vii. Subdivision engineering design review.
- viii. Pavement and road design standards.
- ix. Road vesting, dedication and adoption processes.
- x. Planning legislation and development approvals.
- xi. Asset data management and reporting.
- xii. GIS applications and spatial databases.
- xiii. Research, analysis and policy development.
- xiv. Infrastructure investment planning.
- xv. Stakeholder engagement and public consultation.
- xvi. Preparation of reports to Ministers, Government Agencies and statutory bodies.

Additional Requirements

- Experience in policy development and strategic planning.
- Strong analytical and research capability.
- Proven leadership and people management experience.
- Ability to provide high-level advice to Executive Management and Boards.
- Membership of a relevant professional body.
- Excellent report writing and communication skills.
- Proficiency in Microsoft Office and GIS-based systems.
- Ability to work under pressure and meet deadlines.
- Strong negotiation and conflict-resolution skills.
- Valid Group 2 Driver's Licence (Manual).



Key Internal Relationships

- Chief Executive Officer
- General Managers
- Governance Team
- Legal Team
- Capital Asset Replacement Team
- Design & Delivery Teams
- Operations & Maintenance Teams
- Finance
- Human Resources

Key External Relationships

- General Public
- Developers
- Consultants
- Contractors
- Local Authorities
- Department of Town & Country Planning
- Ministry of Lands
- Ministry of Infrastructure
- Ministry of Transport
- Ministry of Trade
- Ministry of Environment
- Ministry of iTaukei Affairs
- iTaukei Land Trust Board
- Investment Fiji
- Development Partners (ADB, World Bank, JICA, DFAT and others)

This job description has been approved by:

Name	
Designation	
Signature	
Date	