

# Position Description

<b>Position Title:</b>	Active Travel Project Officer
<b>Classification:</b>	Band 6
<b>Business Unit:</b>	City Futures
<b>Reports to:</b>	Coordinator City Transport and Place Design
<b>Status:</b>	Temporary – 24 month contract
<b>Approved by:</b>	Manager City Futures
<b>Reviewed:</b>	February 2025

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

### 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

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- Sustainability, Assets and Leisure;
- Customer and Corporate Affairs;
- Planning and Place;
- Community Wellbeing

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

### 3. Position Purpose and Background

The purpose of the Active Travel Project Officer is to aid the delivery of sustainable transport projects and programs in Glen Eira. With a focus on delivering the Community Plan's objective for a 'Liveable and Well-Planned City', the position aims to improve Glen Eira's community travel choices through active transport projects and programs.

The role will help deliver actions from *the Glen Eira Integrated Transport Strategy (refresh) 2024* ensuring that Council will "work with our community, stakeholders and other government bodies to develop plans and solutions for an inclusive and sustainable future." Working in the City Futures team, the role aims to deliver a series of programs and projects that align with the following aspects of the strategy:

- Improve street design and network performance
- Implement local initiatives to support activity centres and neighbourhoods
- Deliver and develop walking and cycling trails
- Improve active travel infrastructure and safety perceptions
- Develop local treatments to reduce accidents and injury
- Promote active travel and parking for cycles

### 4. Working Relationships

Reports to:

Coordinator City Transport and Place Design

Internal working relationships:

Working collaboratively with a variety of teams across Council to deliver active transport projects and programs for the community.

### 5. Key Responsibilities

- Work both as part of a team and independently on active travel programs and projects in alignment with *Glen Eira's Integrated Transport Strategy (refresh) 2024*.
- Develop and implement community travel behaviour change programs. This may include: school active travel programs, bike skills workshops, travel choice workshops, co-existence campaigns for paths and roads.
- Support active travel infrastructure delivery through evidence-based investigations, project planning, management and coordination with delivery teams to expand our cycling network across the municipality and walkability to key activity centres, open spaces and community facilities.
- Project management of small active transport infrastructure delivery e.g. bike parking upgrades and line marking trials.
- Identify and leverage opportunities to work with partners, including collaborating with other Local Governments or submitting grant applications, to enhance the value of the work being delivered.
- Seize opportunities to elevate the importance of developing behaviour change programs, which aligns with the State adopted Safe System approach to road safety.
- Assist with the delivery of the *Glen Eira Integrated Transport Strategy (refresh) 2024* and the review of other transport related strategies, including ongoing engagement in these strategies, project management, monitoring and evaluation, and reporting.

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- Support the review and development of best practice policies, strategies and research that relate to the barriers and benefits of sustainable travel choices.
- Undertake community engagement to ensure transport projects/programs align with the community's needs.
- Develop and maintain up-to-date communication materials to support uptake and maintenance of sustainable travel choices including walking, bike riding, public transport and car share.
- Assist in the planning, expenditure and reporting of capital works budgets and other relevant budget programs.
- Act as a champion for active travel, particularly cycling within and outside the organisation.
- Other duties as directed within the skills and abilities of a position at this level.

## 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions;
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements;
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety; and
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Active Transport Project Officer:

- The freedom to act is bound by policies, legislation, standards, codes of practice and/or budgets limited to programs and project managed.
- Accountable for effective, accurate and timely research, design, policy and support services to the City Futures Department, Council and the community.
- Authority to make decisions and recommendations and give advice to Council staff, public authorities and the community on policy and issues.
- Responsibility for the output of work and ability to meet work schedules and agreed deadlines.
- Authority to supervise the work of external consultants carrying out specific projects.

## 5.3 Judgement and Decision-Making Skills

The following outlines the extent of judgement and decision making required by the Active Transport Project Officer:

- Responsible for providing professional advice based on understanding industry best practice and previous experience.
- The nature of the work is specialised and involves developing methods and techniques based on previous experience with the experience to recognise when these methods and techniques are not appropriate.

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- The position has a primary focus on problem solving ability with considerable emphasis on design development and implementation of strategies, plans and programs which may require solutions needing creativity, originality and innovation.
- Guidance and advice is usually available.

## 5.4 Management Skills

The following describes managerial skills required by the Active Transport Project Officer:

- Skills in managing time, setting priorities, planning and organising one's own work and setting a broader strategic plan to meet objectives within prescribed time frames.
- Excellent written skills and demonstrated ability to prepare reports, guidelines, studies to communicate advice.
- Ability to bring together staff from across Council to collaborate and deliver whole of Council project outcomes.
- Ability to work with a diverse community including young people on behaviour change programs.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Active Transport Project Officer:

- Excellent oral and written communication skills.
- Well-developed community liaison and public relation skills.
- Ability to liaise with counterparts in other organisations and employees within the organisation to discuss and resolve specialised matters.
- Ability to gain the cooperation and assistance from all levels of management, staff and the community in planning and delivery of programs and projects.
- Ability to collaborate with diverse stakeholders.
- Commitment to supporting an integrated team approach.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Active Transport Project Officer:

- Strong understanding of current sustainable transport and travel behaviour issues and an understanding of the complexities and benefits of integrated sustainable transport outcomes.
- Knowledge and relevant experience of community engagement and behaviour change techniques.
- Project management skills to deliver small active travel infrastructure projects e.g. Bike parking upgrades.
- Excellent conceptual and technical skills to identify improvements to the cycling network, plan and estimate and program their implementation with the assistance of our delivery team.
- Communication, engagement, and facilitation skills particularly for holding meetings, discussing issues, communicating with stakeholders and a diverse community.
- Strong program administration, design, project management, and monitoring and evaluation skills.
- Ability to use new technologies and applications for communication and engagement.
- Ability to think conceptually, creatively and strategically in seeking solutions to complex transport problems, and in program delivery.
- Ability to influence in an effective manner and build relationships in the community and across the organisation to ensure specific objectives are achieved.
- Ability to use data and best practice techniques to formulate travel choice programs and campaigns and use appropriate techniques to optimise outcomes.
- Ability to advise, report, and make recommendations on technical matters and liaise with other professionals as well as the general public.

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- General knowledge and experience in policy analysis, formulation and implementation, and monitoring and evaluation of policies.
- Computer literacy in common computer software (Microsoft Office Programs) and communication tools. Knowledge of other computer programs (e.g. Adobe Creative Suite) is a plus.

## 5.7 Qualifications and Experience:

- Tertiary qualification in a relevant field. Relevant fields include but is not limited to: transport planning, urban design, public health, engineering, community development, urban planning, education, marketing and communications, behavioural economics.
- Relevant experience in behavioural change programs, marketing and communications, community development and/or community education, policy and strategy development.
- Relevant experience in project management and the delivery of concepts/plans for medium to small scale initiatives.

## 6. Performance Review

The Active Transport Project Officer will be required to participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Active Transport Project Officer may also be required to carry out other such duties as are within the limits of the employee's skills, competence, and training. These will be discussed as part of the Performance Review process.

## 7. Selection Criteria

- Demonstrated commitment and adherence to Council Values.
- Tertiary qualifications in Transport Planning or a related field.
- Well-developed community liaison and public relation skills.
- Demonstrated knowledge and experience in developing, implementing and evaluating behaviour change programs.
- Demonstrated understanding of transport planning, urban design, land use planning in a government context.
- Excellent written skills and demonstrated ability to prepare reports, active transport concepts/ideas and communication materials.
- Strong project and time management skills.
- Experience in community engagement and consultation to manage issues and build long term networks and relationships.
- Experience in developing sustainable transport program and informing transport related decision making
- Experience in planning small to medium scale projects and initiatives involving cycling and walking.

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices and sites from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.