

Position Description

Position Title:	Project Officer - Transport Network Management
Position Number:	ECM171
Department:	Integrated Transport Planning & Design
Reports To:	Senior Project Officer - Transport Management
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The position sits within the Integrated Transport Planning and Design department. The primary focus of this department is to plan, manage and design the region's integrated transport network consistent with Council's corporate strategic vision, policies and strategies.

Position Purpose

Provide technical advice and support in the planning and design of complete streets and transport network management to achieve best practice integrated transport and place making outcomes.

Specific Accountabilities

Description
Organising and Operating
Undertake site investigations, develop and prepare concept plans for capital works projects and assist with the implementation of integrated transport initiatives consistent with Council's strategic transport policies.
Provide technical support to the team and deliver innovative and quality solutions that integrate community needs including road safety, transport efficiency, water sensitive design, streetscaping, urban design and green infrastructure outcomes.
Provide technical advice to the department relating to integrated transport solutions within Council and to external stakeholders.
Develop and maintain external stakeholder relationships particularly with the Queensland State Government to achieve integrated transport outcomes.
Assist in the preparation of the annual capital works program to seek prompt delivery of integrated transport projects.
Undertake site visits utilising various modes of transport including walking, cycling and driving to identify issues from a user perspective. Identify projects for continual improvement within budgetary constraints and maintain program and project schedules.
Assist with completion of customer service requests ensuring they are dealt with in a prompt, efficient and effective manner and prepare correspondence as required.
Prepare and present technical reports as required.
Quality and Compliance
Comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other legislation applicable to the Department.

Contribute to identification and management of risks applicable to the team, and ensure that staff understand key risks facing the team and how they should be managed.
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.
Community Development and Stakeholder Relations
Constructively deal with any customer service/complaints referred for action.

OUR CORE VALUES



RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated



SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community



INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK

- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: Nil
Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in civil engineering, transport engineering or other relevant field.
- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated knowledge of and experience in integrated transport engineering, planning and design.
- Demonstrated knowledge of and experience in the use of Australian Standards and design guidelines relevant to the design of transport and public realm infrastructure.
- Sound computing skills and proficiency with Microsoft Office suite of programs (including Microsoft Project) and the ability to develop proficiency with Council's corporate systems and customised applications.

- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.
- Current C class driver's licence.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____