



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Senior Traffic and Transport Engineer / Officer				
<b>POSITION NO:</b>	901808	<b>CLASSIFICATION:</b>	Band 7		
<b>DIVISION:</b>	Infrastructure and Environment				
<b>BRANCH:</b>	Infrastructure, Traffic and Civil Engineering				
<b>UNIT:</b>	Traffic Engineering				
<b>REPORTS TO:</b>	Coordinator Traffic				
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case-by-case basis.*

*Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

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### POSITION OBJECTIVES

- Support the delivery of branch and divisional goals.
- Deliver and negotiate road safety and accessibility outcomes for Yarra in line with wider Council objectives.
- Deliver customer service in line with organisation direction.
- Provide specialist advice across the organisation on complex and politically sensitive traffic and transport issues.

### ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Infrastructure, Traffic and Civil Engineering branch forms part of the Infrastructure and Environment division which contributes directly to the achievement of these organisational goals. As a member of the branch, the incumbent is required to pursue branch, divisional and

corporate goals through effective team work within the branch and with colleagues in other branches and divisions; and by developing sound working relationships with a range of internal and external parties.

## **ORGANISATIONAL RELATIONSHIPS**

**Position Reports To:** Coordinator Traffic

**Direct Reports:** N/A

**Internal Liaisons:** The incumbent liaises with management and staff at all levels within the Organisation and provides strategic and operational advice to the Council and other functional teams.

**External Liaisons:** The incumbent is required to negotiate and maintain a professional relationship with Department of Transport, Yarra Trams, Metro Trains, Public Transport Victoria, Bicycle Network Victoria, other Government departments and municipalities, service providers, suppliers, key industry and business groups, community organisations and local community members.

## **KEY RESPONSIBILITY AREAS & DUTIES**

### ***Management***

- Supervise consultants and contractors to achieve set objectives within a set timeframe.
- Coordinate project management and delivery of Traffic Team projects.
- Assist with the career development of junior staff.

### ***Functional Responsibilities***

- Engage with, seek feedback from and manage resident correspondence and provide professional, accurate and technical advice.
- Oversee the planning, review, design and financial management of traffic and road safety projects and initiatives delivered by the team including road safety planning investigations and Council's capital works programs.
- Oversee the project management of a range of team projects from the planning to design stages in line with organisational practices.
- Provide specialist traffic and road safety advice on projects delivered by other teams within Council.
- Collaborate, negotiate and seek relevant approvals from internal and external stakeholders on Traffic Team and wider Council projects and initiatives.
- Undertake data collection, records management, technical analysis, and research relating to traffic and road safety in line with technical standards, Council policy requirements, and relevant State Government transport legislation and regulation.
- Prepare professional correspondence and technical reports including recommendations to Council.
- Assist with process improvements for the Traffic Team.
- Assist in preparing an annual budget for the branch.
- Represent Council at community engagement sessions and stakeholder workshops as required.

### ***Policy and Planning***

- Assist with any policies and processes developed by the Traffic Team.
- Provide specialist advice on policies developed by other teams within Council.
- Provide advice and technical input on any strategic redevelopment sites or locations which need specialist input or direction.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### ***Accountability***

- Accountable for providing specialist advice to a broad range of stakeholders such as Council officers, community members, developers and transport agencies.
- Accountable for providing specialist advice on Traffic Team and wider Council projects. Advice would be subject to professional and/or regulatory review and may have a major impact on Council as well as the community.
- Authority to conduct investigations and make decisions in respect of the design and review of traffic management and road safety treatments in accordance with relevant standards. On occasions, decisions may not be limited to relevant standards and could have a significant impact upon individuals as well as the broader community.
- Accountable for identifying potential risks and implementing appropriate control measures.

### ***Safety and Risk***

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

### ***Sustainability***

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

### ***Yarra Values***

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Accountability
  - Respect
  - Courage

## **JUDGEMENT AND DECISION MAKING**

This position requires the incumbent to operate with little supervision within a broad policy and legal framework. Guidance and advice is not always available within the organisation.

- Decision making is based primarily on professional and technical experience and knowledge.
- Situations will arise that do not have clear methods and procedures or clear basis in legislation, guidelines or precedence requiring incumbent's decision making and problem solving to be utilised.
- Required to apply specialist techniques to new situations with creative and original solutions. Recognise situations when established techniques are not applicable and devise new innovative solutions.
- Ability to understand the issues and solve traffic and road safety issues of a sensitive matter by utilising Council's and legislative guidelines.
- Exercise independent judgement in providing professional advice to council staff and persons in other organisations as required. Significant autonomy is expected in day to day decision making.

- Required to interpret standards and guidelines, legislation, regulations and codes of practice as they apply to the position.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- An intimate understanding of the principles, theory and practice of traffic management, traffic engineering and road safety.
- Ability to seek innovative design solutions to minimise cost, make full use of existing infrastructure and adopt smarter ways of managing traffic and transport movements.
- Demonstrated understanding of the different modes of transport and the implications of traffic to an urban community.
- An understanding of relevant standards and Road Management Act 2004, and associated Regulations and Codes of Practice.
- Demonstrated experience identifying external funding opportunities and implementing resulting projects and initiatives.
- Demonstrated experience in assessing the financial and operational performance of programs as well as an ability to prepare annual budgets for areas of direct responsibility.

### **MANAGEMENT SKILLS**

- High level time management and forward planning skills to achieve defined goals and objectives in an environment of change and conflicting demands.
- Ability to deliver agreed outcomes to set timeframes and against conflicting priorities.
- Ability to solve problems through discussion, negotiation and team work.
- Develop and utilise effective communication lines between colleagues.

### **INTERPERSONAL SKILLS**

- Demonstrated ability to write considered technical advice and reports on various traffic and road safety related matters to a broad range of stakeholders.
- Proven ability to persuade, convince or negotiate with colleagues, members of the public and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Proven capacity to discuss and resolve complex problems with other members of the organisation as well as counterparts in other organisations.
- Ability to lead and contribute to a team, in a productive, structured, cooperative and integrated way, including motivating and developing professional team members.
- Demonstrated ability to use initiative and creativity in the delivery of Traffic Team projects.

### **QUALIFICATIONS AND EXPERIENCE**

- Degree in Civil Engineering or equivalent qualification relating to traffic, transport or road network planning or street design.
- Substantial experience in traffic engineering and transport planning.
- Postgraduate degree in Transport/Traffic would be an advantage.

### **KEY SELECTION CRITERIA**

1. Experience in overseeing the planning, review, design and financial management of traffic and road safety projects and initiatives including road safety planning investigations and capital works programs.
2. Ability to seek creative solutions to complex traffic, transport and road safety problems in an urban built environment.
3. Experience in negotiating positive outcomes in line with organisation objectives using a collaborative and respectful approach.
4. Strong key team member that can motivate and support others and handle different working styles.
5. Ability to communicate complex information in different formats and forums to achieve purpose and meet the audience's needs.