

# Role Description

**Position Title** Project Officer – Complete Streets

**Position Number** ECM061

## Purpose of Role

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

## Specific Responsibilities

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 safety, transport efficiency, water sensitive design, streetscaping, urban design and green infrastructure outcomes.

Provide technical advice to the department relating to transport planning, urban design and placemaking 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 complete streets 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 schedule of approved Complete Streets Infrastructure sub programs as required.

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.

## Work Experiences and Skills – essential

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, including complete streets, urban design, active transport and placemaking outcomes.

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.

## Academic, Trade Qualifications and other Licences – essential

Degree qualification in urban and town planning, transport planning, urban design, civil engineering or other related field.

Current C class driver's licence.

Construction Induction Card competency that has been used or obtained within the past 2 years.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## 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.

## Organisational Expectations

