



POSITION DESCRIPTION

POSITION TITLE:		Senior Sustainable Transport Officer			
POSITION NO:		101501	CLASSIFICATION:		Band 7
DIVISION:		Planning and Placemaking			
BRANCH:		Strategic Transport			
REPORTS TO:		Manager Strategic Transport			
POLICE CHECK REQUIRED:	No	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	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 is 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.

POSITION OBJECTIVES

The position overall objectives are to:

- Provide effective project management and technical skill to deliver various projects that promote sustainable transport
- Lead engagement and relationship building with external and internal stakeholders to deliver behaviour change programs and projects
- Provide well-informed advice that assists with the delivery of other project work for the Strategic Transport Team

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 best value framework with an emphasis on customer service and continuous improvement. The Sustainability and Strategic Transport Branch forms part of the Planning and Place Making Division.

ORGANISATIONAL RELATIONSHIPS:

Position reports to:	Principal Strategic Transport Planner
Position Supervises:	None
Internal Relationships:	Other branch staff members, other departments, Executive and Councillors
External Relationships:	Residents, industry and commercial business, schools, State Government, transport operators and other agencies and organisations in the transport field.

KEY RESPONSIBILITIES & DUTIES:

- Assist with the delivery of projects and programs that encourage sustainable transport
- Lead community behaviour change initiatives for local schools and other community groups
- Provide advice to statutory planners on the walking and cycling aspects of major planning applications
- Preparation and implementation of strategy and policy documents
- Provide responses to enquiries relating to active transport in Yarra from the public, Councillors, colleagues, State Government and other bodies
- Preparation of Council reports
- Develop and maintain excellent working relationships with Council colleagues

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

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The person has the following extent of authority:

- To engage with other professionals across the organisation, with externals and with relevant advisory committees of Council to progress the objectives and outcomes of the project
- To write correspondence to advance projects towards milestones
- To award contracts under council procurement guidelines
- Freedom to act is mainly governed by the Council's standard procedures and practices but discretionary judgment is required to interpret their practical application. Actions taken may have a significant effect on programs or projects, or on public perception of the wider organisation.

JUDGEMENT AND DECISION MAKING:

- The Senior Sustainable Transport Officer is expected to use professional project management experience and expertise to make sound solve problems and make decisions within the guidance provided.
- The Senior Sustainable Transport Officer is required to exercise professional judgment and adaptability in identifying and recommending practical options in relation to improved active travel outcomes, and the balance between public transport and residential needs.
- The position will need to work effectively across the organisation.
- The position requires an understanding of how projects in contested street space need to be identified, advanced and delivered by having due regard to political, community and business aspects.
- Guidance is not always available within the organisation.

KEY COMPETENCIES:

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of current trends, innovations and emerging issues in the provision of active and sustainable transport
- Project management and organisation skills
- Consultation skills and proven ability to draw on other's expertise to navigate complex situations
- Understanding of the principles, theory and practice of sustainable transport and behaviour change An ability to identify potential solutions and make consistent, rational and clear recommendations that hold up to scrutiny
- Well-developed general computer skills (MS Office and MS Project, and record management systems such as TRIM)
- Strong writing and verbal communication skills
- An appreciation of the broader role of streets and the importance of place making when making decisions on how road space should be designed and used

MANAGEMENT SKILLS:

- Ability to plan, prioritise and organise work and an environment of change and conflicting demands.

INTERPERSONAL SKILLS:

- Good oral and written communication skills.
- Ability to solve problems through discussion, negotiation and teamwork across the organisation.
- Commitment to service ethic and personal service excellence.
- Openness and flexible approach.
- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of broadly defined activities.

QUALIFICATIONS & EXPERIENCE:

- Degree or diploma with several years relevant experience or lesser formal qualifications with extensive experience
- Degree in transport planning, urban planning or equivalent (highly regarded)
- Experience of project scoping and delivery
- Experience of community engagement and behaviour change techniques
- Experience in sustainable transport planning

KEY SELECTION CRITERIA

- Demonstrated experience in the implementation of sustainable transport programs and initiatives.
- Excellent project coordination, delivery and promotion skills.
- Demonstrated experience in delivering behaviour change programs.
- Demonstrated skills in negotiation and consultation, including skills in working with community groups.
- A passion for active and sustainable transport.