

<b>Position Title:</b>	Strategic Traffic and Transport Engineer
<b>Classification:</b>	Band 7
<b>Business Unit:</b>	Traffic Engineering
<b>Reports to:</b>	Coordinator Traffic Engineering
<b>Status:</b>	Full Time
<b>Approved by:</b>	Director Sustainability Assets and Leisure
<b>Reviewed:</b>	October 2023

## 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 Jewish 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. 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:

- Sustainability, Assets and Leisure;

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- 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 City of Glen Eira is a vibrant and diverse community located in the south-eastern suburbs of Melbourne, Australia. The municipality is experiencing significant growth, with an increasing population and demand for services and infrastructure. The council is committed to delivering sustainable transport options to support the growth and liveability of the municipality, while also promoting active transport and reducing reliance on cars.

To support this commitment the Strategic Traffic and Transport Engineer will assist the development and implementation of strategic transport plans and policies. The role will work closely with council staff, community members, and external stakeholders to lead the development of key strategies and provide expert advice on transport infrastructure, traffic management, active transport, and sustainable transport options.

The Strategic Traffic and Transport Engineer will play a key role in ensuring that the City of Glen Eira continues to be a leader in sustainable transport planning and implementation. The successful candidate will bring a wealth of experience and knowledge to the role, including a strong understanding of transport policy and planning, traffic engineering, and active and sustainable transport options. They will also have excellent communication and stakeholder engagement skills, and a passion for creating sustainable and liveable communities.

The Strategic Traffic and Transport Engineer will be responsible for:

- Providing technical traffic engineering advice on statutory planning applications.
- Lead the scoping and planning of Integrated Transport Strategy projects.
- Reviewing and providing advice on external traffic reports and traffic modelling outcomes.
- Providing technical advice and review function for construction management plans.
- Project manage the planning and delivery of bicycle infrastructure and bus stop / shelter locations.
- Assisting the with the development of Council's annual traffic Capital Works Program, including planning and design of projects.
- Lead and progress the development of Council's sustainable transport network.
- Carry out other duties as may be required by the Coordinator Traffic Engineering.

The incumbent will also provide technical advice on strategic projects to ensure that the appropriate traffic engineering principles are considered.

### 4. Working Relationships

Reports To: Coordinator Traffic Engineering

Position deals with: Internally:

City Futures  
Strategic Planning Officers  
Statutory Planning Officers  
Parking & Safety Department  
Project Management Office  
Infrastructure Department

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Other Council departments

Externally:

General public

External consultants and stakeholders

## 5. Key Responsibilities

- Work collaboratively to deliver the actions of Council's Integrated Transport Strategy.
- Provide advice and make recommendations on statutory planning and other proposals with traffic and transportation implications in accordance with agreed processes and within corporate timelines.
- Advise on transport-related matters and provide technical expertise to Council and other stakeholders.
- Undertake research and analysis of transport data to inform transport planning and decision-making.
- Provide advice to the community in relation to transport issues including changes to State Government policy relating to such issues.
- Work as part of a wider integrated project team to provide traffic engineering advice and analysis on significant internal and external projects.
- Monitor and report on the effectiveness of transport initiatives and recommend improvements as required.
- Reviewing and providing advice on external traffic reports and traffic modelling outcomes.
- Support the management of Council's parklet program, including regular inspections, trader liaison and coordinating the instillation and removal of parklets.
- Provide advice and coordinate Council's internal review on construction management plans.
- To carry out other duties, as may be required by the Coordinator Traffic Engineering.

### 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; and
- 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.
- 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 Strategic Traffic and Transport Engineer:

- Accountable for effective, accurate and timely research and support services to internal departments, Council and the community.
- Authority to make recommendations and give advice to Council staff, public authorities and the community on traffic/parking matters related to development applications. The advice given may have a significant effect on individual clients or groups.
- Authority to make project management and budget decisions for capital project delivery.
- Responsibility for the output of work and ability to meet work schedules and set deadlines.
- Ensure transport advice is best practice and align with technical or statutory policy where required.
- Lead and development of Council strategies and policies, in collaboration with identified stakeholders.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Strategic Traffic and Transport Engineer:

- Exercising initiative and independent judgement on issues resolution.
- Responsible for providing expert advice to Council, management, staff and the community on traffic engineering and transport issues.
- Strategic decisions in line with Council policy.
- Budget and project management planning and delivery.
- Guidance is not always available within the organisation.

## 5.4 Management Skills

The following describes managerial skills required by the Strategic Traffic and Transport Engineer:

- Skills in managing time, budgets, setting priorities, planning and organising one's own work to meet objectives within prescribed time frames, despite conflicting pressures
- Excellent written skills and demonstrated ability to prepare reports and letters.
- Expert project management skills and experience
- Expert consultation and collaboration skills.
- Contribution to the long term planning for the unit work plan and the translation of organisation strategies and plans into deliverable action.

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## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Strategic Traffic and Transport Engineer:

- Commitment to supporting an integrated team approach.
- Well-developed community liaison and public relation skills.
- Ability to lead and gain the co-operation and assistance from all levels of management, staff and the community.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.
- Ability to solve problems autonomously.
- Ability to negotiate with a diverse client base.

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Strategic Traffic and Transport Engineer:

- Demonstrated skills and experience in the area of traffic engineering.
- Experience in the strategic development of sustainable transport planning and operational traffic and parking issues and an ability to impart that knowledge.
- Experience in community consultation processes.
- Experience in providing traffic engineering advice related to development applications.
- Initiative and the ability to work under minimal direction to achieve defined objectives.
- Proficiency in analytical and investigation skills to search for solutions to new problems and opportunities.
- An understanding is required of the long-term goals of the wider organisation and of its values.

## 5.7 Qualifications and Experience:

- A tertiary qualification in Civil / Transport Engineering or related field, along with several years' experience in traffic engineering.
- Registered Engineering status or ability to obtain.
- Experience providing technical advice on statutory planning applications in a local government environment.
- Excellent presentation and written communication.
- Budget and project management planning and delivery.

## 6. Performance Review

The Strategic Traffic and Transport Engineer will be required 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 Strategic Traffic and Transport Engineer 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.

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## 7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- A tertiary qualification in Civil / Transport Engineering or related field.
- At least 4 to 5 years' experience in traffic engineering.
- Demonstrated understanding of land use, transport planning, sustainable transport and traffic engineering principles.
- Experience in providing traffic engineering advice for statutory planning applications, including strategic planning projects.
- Excellent written skills and demonstrated ability to prepare reports.
- Well-developed community liaison and public relation skills.

## 8. Other Information

- Position is subject to the satisfactory completion of Police Records Check, Employee Working with Children Check.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to conduct site inspections or visit other Council offices.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.
- In accordance with Council's COVID-19 Protective Behaviours Policy, the incumbent will need to demonstrate evidence of approved COVID-19 vaccinations or authorised medical exemption