



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Strategic Transport Planner				
<b>POSITION NO:</b>	100745	<b>CLASSIFICATION:</b>	6		
<b>DIVISION:</b>	City Sustainability & Strategy				
<b>BRANCH:</b>	Sustainability & Strategic Transport				
<b>UNIT:</b>	Strategic Transport				
<b>REPORTS TO:</b>	Principal Strategic Transport Planner				
<b>POLICE CHECK REQUIRED:</b>	Y	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Y	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	N

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

- Support the development and delivery of the *New Deal for Cycling, New Deal for Walking* and other transport initiatives of the *Yarra Transport Strategy and Transport Action Plan*.
- Lead and provide advice on Strategic Transport customer service requests.
- Identify and utilise external opportunities for support of Yarra's transport programs.
- Project manage micromobility parking implementation.
- Support the development and writing of reports, policies and processes with both an internal and external audience on a range of strategic transport topics.

- Provide other transport support and advice to the Principal Strategic Transport Planner and Strategic Transport Team as required.

## **Our Values**

Yarra is committed 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**

## **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.

This position is part of Council's Strategic Transport Unit, which is part of the City Sustainability and Strategy Division. The Strategic Transport Unit covers a range of important roles and responsibilities. These include transport planning, cycling project delivery and school engagement.

## **ORGANISATIONAL RELATIONSHIP**

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

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **New Deal programs**

- Assist with implementing the *New Deal for Cycling* and *New Deal for Walking* programs.
- Coordinate internal and external stakeholder consultation and engagement.
- Organise and attend relevant events.
- Lead the preparation of reports and other documents.
- Manage consultants and contractors where appropriate.
- Evaluate and identify opportunities for improvement.

### **Strategic transport support**

- Provide advice to Strategic Transport Unit staff and other stakeholders on relevant topics.
- Project manage micromobility parking bays, including design, external consultation and internal consultation.
- Assist other teams within Yarra to provide strategic transport advice and support

- Provide responses to enquiries related to schools in Yarra from members of the public, staff and other stakeholders.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

This position is accountable to the Principal Strategic Transport Planner and makes some independent decisions under supervision within the parameters set out below, having authority to:

- Provide specialist advice on the operation of programs and projects in line with Council policies and procedures. The effect of decisions and actions taken may be significant but is usually subject to review by management.
- Engage with relevant internal staff and external stakeholders.
- Write and dispatch correspondence.
- Draft Council reports and documents in support of relevant projects.
- Manage other day-to-day tasks as required, in consultation with the Senior Active Transport Officer and Senior Sustainable Transport Officer.

### **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.

### **At Yarra Every Job is a Climate Job**

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community. Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

### **JUDGEMENT AND DECISION MAKING**

- Use relevant knowledge and expertise to achieve work goals and solve problems independently and consult others where required under supervision. Guidance and advice are usually available.
- Exercise professional judgment and adaptability to identify and recommend practical options in relation to improved transport outcomes.
- Work effectively across the organisation, including with other teams and branches.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Understanding of the principles, theory and practice of transport, including an understanding of the broader role of streets and the importance of place when making decisions on how street space should be designed and used.
- An understanding of the long-term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

- Project management and organisational skills.
- Consultation skills and proven ability to draw on other's expertise to navigate complex situations.
- An ability to identify potential solutions and make consistent, rational, and clear recommendations that hold up to scrutiny.
- Well-developed general computer skills.
- Strong writing and verbal communication skills.
- Understanding of community engagement and consultation.
- Ability to positively and proactively build and maintain relationships with people and organisations.

### **MANAGEMENT SKILLS**

- Skills in independently managing time, setting priorities, planning, and organising work.
- Ability to plan, prioritise and organise work and an environment of change and conflicting demands.
- Ability to manage and understand budgets to deliver projects within constraints.

### **INTERPERSONAL SKILLS**

- Good oral communication skills, particularly with external stakeholders and organisations.
- Good written communication skills, particularly for writing internal reports and external materials.
- Ability to discuss and resolve problems internally and externally
- Ability to work independently with overall direction
- Commitment to high quality ethics and customer service
- Ability to negotiate, discuss and gain cooperation and assistance from staff, community members and organisations in the administration of defined activities.

### **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualification in transport planning, transport engineering or related discipline, or substantial demonstrated experience in managing, delivering or working in a transport environment.
- Experience of project management and delivery
- Experience in community engagement and behaviour change techniques
- Some experience in marketing or otherwise promoting programs and initiatives

### **KEY SELECTION CRITERIA**

1. Demonstrated experience in transport planning or engineering with a focus on active transport projects, policy or programs.
2. Ability to work independently to deliver results.
3. Project management, delivery and coordination skills.
4. A high level of written communication skills.
5. A passion for active and sustainable transport, including knowledge of key transport issues facing Yarra.