

### Senior Traffic and Transport Engineer

<b>Position Number:</b>	500488
<b>Directorate:</b>	Development and Infrastructure
<b>Department:</b>	Engineering and Major Projects
<b>Reports to:</b>	Transport and Development Coordinator
<b>Classification:</b>	Band 7
<b>Employment Status:</b>	Permanent, Full or Part Time (considered)
<b>Location:</b>	<b>Wallan Office</b> – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
<b>Date created/amended:</b>	October 2019
<b>Employee signature:</b>	Date:     /     /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



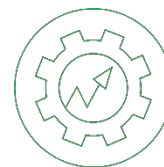
Respect



Customer Service  
Excellence



Accountability



Continuous  
Improvement



### **Structure**

The Mitchell Shire Council organisational structure is divided into three Directorates being:

- Governance and Corporate Performance
- Development and Infrastructure
- Advocacy and Community Services

### Engineering and Major Projects Department

This department is responsible for ensuring Council's statutory obligations for the operation of the road and drainage network infrastructure are satisfied. The department consists of three primary responsibility areas;

- Transport and Developments;
- Capital Works
- Building Services

These teams ensure that;

- Council's civil infrastructure, public lighting and building assets are planned, designed, built, maintained and renewed in line with industry standards and community expectations;
- New road and drainage assets constructed as part of new subdivisional development throughout the Shire comply with all necessary standards and specifications to ensure longevity and serviceability for the community;
- Best practice is applied to manage projects to ensure cost effective, serviceable assets for the community, and;
- Advocacy for better public transport outcomes for the community

## About the Role

### **Objectives**

- Provide specialist advice for traffic and transportation services, including transportation needs for motorists, pedestrians, cyclists, and public transport and freight operators, to ensure the safe and efficient movement of traffic within Council.
- Provide comment and advice on strategic development, business activity centres and policy direction with regards to transport planning.
- Implement and administer projects and resolve issues as required, ensuring that the processes and outcomes adhere to agreed timetables, budgets, Council's policies, procedures and technical standards.
- Ensure that Council traffic related assets, in particular road infrastructure, are of high quality, designed to Council's and Australian standards, and meet the requirements and public expectations of Council, users and other clients.

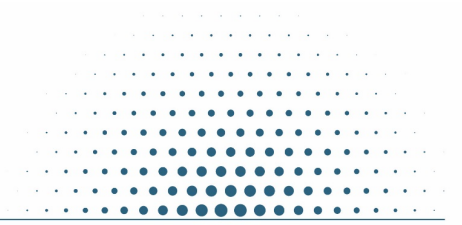
### **Key Responsibility Areas**

- Provide specialist advice for traffic and transportation services, including transportation needs for motorists, pedestrians, cyclists, and public transport and freight operators, to



ensure the safe and efficient movement of traffic within Council, including on the long-term development of the local area

- Have input into development of policy recommendations, strategies and programs to support and achieve Council's goals and objectives in relation to assessment and implementation of traffic management and road safety projects.
- Assess and guide development applications and planning referrals, and provide expert advice in accordance with relevant Guidelines, Standards, Acts, and experience. Assess new developments, land use applications, event applications and provide specialist traffic advice.
- Identify and prepare business cases for the installation of traffic management devices in accordance with relevant Guidelines, Standards, Acts, and Council practices. Rank and prioritise proposed traffic and transport projects for submission to Councils capital works program.
- Identify funding opportunities for traffic and transport projects, including "Blackspot" locations, and undertake submissions of funding applications to other authorities.
- Undertake and Implement road safety studies and strategies such as Local Area Traffic Management (LATM) studies, 40km/h school speed zones, and other traffic or parking studies in accordance with VicRoads and Australian Standards and guidelines.
- Analyse traffic data including crash data, conduct crash site investigations, investigate road safety issues, including on-site meetings with officers from Victoria Police, VicRoads, and other authorities.
- Independently and correctly identify treatments to address immediate road safety concerns, including cost-efficient measures such as road signage and line-marking.
- Undertake selection, co-ordination, and supervision of consultants for a range of traffic and transport studies and surveys and carry out checking and approval of submissions by them to ensure they meet Australian Standards and Council requirements.
- Review and audit traffic management plans for roadworks and events, such as festivals, processions, sporting events, and filming. Provide specialist advice and guidance to event organisers, promoters and consultants and assess and approve event applications.
- Provide engineering advice and reporting to other key stakeholders, in relation to feasibility of traffic and/or transport-related proposals.
- Prepare concept designs for the implementation of traffic calming devices.
- Assist in the co-ordination of Council's traffic and transport survey program which includes arranging, collecting, documenting and analysing the data.
- Develop skills and technical experience of graduates and technical officers within the team.
- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.



## About You

### Key Selection Criteria

1. Extensive relevant experience, skills, and knowledge in traffic and transport management.
2. Excellent communication and negotiation skills in dealing with internal and external stakeholders, developers, contractors, consulting engineers, authorities and the public.
3. Excellent analytical and decision-making skills.
4. Proven ability to manage, coordinate and prioritise multiple concurrent activities.
5. Working knowledge of appropriate standards, guidelines and Acts relating to Traffic Engineering.
6. Ability to provide excellent customer service.
7. Experience in preparation of specialist technical reports.

### Qualifications and Experience

#### Essential

- > A degree in Civil Engineering
- > Extensive relevant experience, skills, and knowledge in traffic and transport management.
- > Excellent communication and negotiation skills in dealing with internal and external stakeholders, developers, contractors, consulting engineers, authorities and the public.
- > Excellent analytical and decision-making skills.
- > Proven ability to manage, coordinate and prioritise multiple concurrent activities.
- > Working knowledge of appropriate standards, guidelines and Acts relating to Traffic Engineering.
- > Ability to provide excellent customer service.
- > Experience in preparation of specialist technical reports.
- > Current Victorian driver's license.

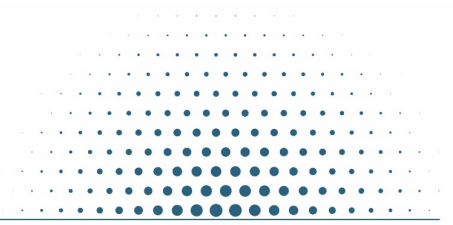
#### Desirable

- > Relevant Engineering experience in a Local Government 'growth area' context.
- > Proficiency with computer software, with experience in traffic and transport specialist software.
- > Evidence of continuing professional development in the traffic and transport field.
- > Ability to demonstrate the behavioural competencies outlined in Appendix B.

## Position Requirements

### Accountability and Extent of Authority

- > Provide the Transport and Development Coordinator, and those in leadership roles within Council, with advice on overall standards and policy, legislation and sound traffic engineering principles
- > Ensure traffic management devices are installed and implemented in accordance with relevant Standards, Guidelines, and Acts.
- > The position has freedom to act within the constraints of legislation, policies and budget.
- > To adopt and promote Best Practice in delivering services.
- > Make sound decisions on behalf of Council which have direct impact to all road users.



### **Judgement and Decision Making**

- > The position is primarily an analytical and problem-solving one, requiring individual judgment and the application of engineering experience to a wide range of issues and circumstances. A high degree of autonomy and initiative is required.
- > Requires the ability to make decisions and recommendations which impact on individual developments and clients. Scope to make independent decisions on most matters is present; in consultation with the co-ordinator this can include appropriate deviation from documented Council engineering standards.
- > Requires the ability to solve problems by the application of research and experience and take appropriate actions to ensure contract obligations to and by Council are met.
- > Assess traffic management plans so that they are prepared in accordance to relevant Australian standards, VicRoads Code of Practice and Councils Occupational Health and Safety policies.
- > Ability to make decisions based on consultation with user groups, service authorities, ratepayers, and other road users. These decisions are often made under strict time constraints.

### **Specialist Skills and Knowledge**

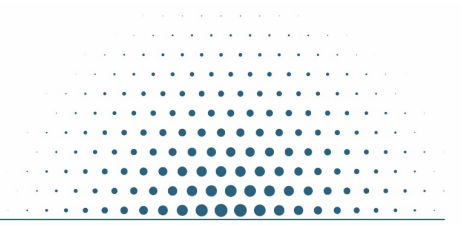
- > A thorough knowledge and high-level understanding of Guidelines, Standards, and Acts relating to traffic management. Proficiency in the application of theoretical and empirical approaches to new problems in the area of traffic and transport management is also required.
- > Excellent oral and written communication skills.
- > Fluency with computer software packages relevant to municipal engineering and in particular traffic engineering and transport planning. This includes Microsoft Office, GIS software, and specialist programs including Crash Stats, aaSidra, Metro Count, V/Limits, AutoCad and AutoTurn.
- > Knowledge of municipal procedures and operations of Local Government, VicRoads, and other authorities, particularly procedures relating to engineering, statutory planning, local laws and land development principles
- > Knowledge of quality assurance principles, and the ability to develop procedures relating to quality assurance and principles of best practice
- > Knowledge and understanding of principles and practice of budgeting, accounting and financial processes.
- > An understanding of the Shire Planning Scheme, ResCode and other relevant guidelines and standards relating to strategic planning, town planning and subdivisions.

### **Management Skills**

- > Plan, organise, prioritise, co-ordinate and control work, and to be aware of issues and sites being addressed by other staff, particularly those in the Transport and Development unit, Engineering and major Projects, Statutory and Strategic Planning, Local Laws, and Operations.
- > Ability to achieve objectives within agreed timelines and within resource and organisational constraints, and to take advantage of opportunities that arise.
- > Ability to supervise and instruct others (where required).

### **Interpersonal Skills**

- > Ability to gain co-operation from fellow staff, consultants, community, statutory authorities, Council management and Councillors, including in relation to development proposals and works being undertaken by the Department.
- > Ability to provide excellent customer service, and to develop and maintain a positive image and relationship with clients, customers and stakeholders.
- > Ability to use negotiation skills in dealing with internal and external stakeholders, developers, contractors, consulting engineers, authorities and the public to gain cooperation and agreement.
- > Ability to provide input into team meetings, and work in a team environment to achieve team objectives.
- > Assessing works of graduates and technical officers within the team.



## Appendix A - Conditions of Employment and Responsibilities

### **Agreements, Legislations and Awards**

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 7 2017-2020
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### **Asset Management**

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### **Charter of Human Rights Compliance**

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

### **Child Safe Standards**

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies





### **Corporate Recordkeeping Responsibilities**

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

### **Code of Conduct**

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### **Corporate Induction**

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

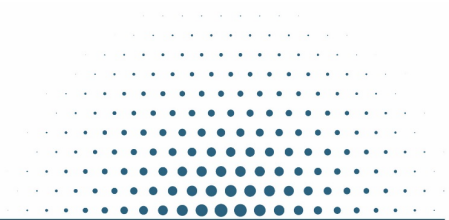
### **Customer Service**

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### **Drivers Licence**

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.



### **Emergency Management**

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

### **Hours of Work**

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### ***Accrued Day Off (ADO) and Rostered Day Off (RDO)***

An ADO/RDO is applicable for some positions, with the following arrangement;

#### ***Monthly ADO***

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### ***Fortnightly ADO***

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### **Motor Vehicle**

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### **Policies and Procedures**

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

### **Pre-Employment Checks**

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.





Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

### **Payroll**

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

### **Risk Management and Occupational Health and Safety**

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variances to Duties**

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.



### Appendix B – Key Behavioural Competencies

Key Competencies	Description
<b>Outstanding Service</b>	<ul style="list-style-type: none"> <li>Has a genuine interest in the needs and problems of others</li> <li>Demonstrates a desire to assist others - willing to go the extra mile</li> <li>Delivers authentic value add service to clients</li> <li>Ensure high accuracy of work and quality of documentation</li> </ul>
<b>Building relationships</b>	<ul style="list-style-type: none"> <li>Establishes positive and strong relationships with staff and customers</li> <li>Quickly establishes rapport with peers and team members</li> <li>Relates well to people at all levels</li> <li>Manages conflict confidently</li> <li>Challenges others constructively and is prepared to have 'difficult conversations'</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Shares knowledge and insight with others</li> <li>Adjusts own style and tailors approach to suit a diverse audience by accurately understanding behavioural cues</li> <li>Simplifies complex issues and ensures these are easily understood by the audience</li> <li>Manages both written and verbal communication to ensure the intended message is clear and appropriate</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>Sets clearly defined objectives</li> <li>Plans activities and tasks well in advance</li> <li>Takes into account changing circumstances and plans for these effectively</li> <li>Manages own time effectively</li> <li>Identifies the required organisational resources required to achieve tasks</li> </ul>
<b>Managing Projects</b>	<ul style="list-style-type: none"> <li>Takes personal responsibility for the delivery of actions and tasks</li> <li>Understands the need to plan and prioritise in order to achieve outcomes</li> <li>Drives others with a sense of urgency</li> <li>Delegates tasks and allocates decision making authority appropriately</li> <li>Actively and positively plans work in line with required business outputs</li> </ul>
<b>Initiative</b>	<ul style="list-style-type: none"> <li>Proactively realises what needs to be done and acts on this</li> <li>Anticipates potential problems and implements necessary action to avoid the problems</li> <li>Whilst generally team oriented, is comfortable working autonomously</li> <li>Proactively organises multiple activities and resources</li> <li>Prioritises and focuses on completing the most important tasks to achieve key objectives</li> </ul>
<b>Team Orientation</b>	<ul style="list-style-type: none"> <li>Works in a collaborative and cooperative manner</li> <li>Willing to assist others in achieving their goals</li> <li>Participative and effective member of the team</li> <li>Regularly takes time to recognise and acknowledge the hard work of others.</li> </ul>
<b>Flexibility and Adaptability</b>	<ul style="list-style-type: none"> <li>Adjusts approach in order to respond effectively to a variety of situations and people</li> <li>Works effectively in uncertain or ambiguous situations</li> <li>Is able to quickly adapt to changing circumstances and adopt new ways of doing things</li> </ul>