# Department of State Growth

# Statement of Duties

Position Title: Traffic Data Officer

Position number: 005476

Award/Agreement: Tasmanian State Service Award

Classification level: General Stream Band 4

Division/branch/section: Infrastructure Tasmania / Network Performance / Strategic Operations

Location: South

Employment status: Flexible

Supervisor: Manager Strategic Operations

### Position Objective

Provide accurate, concise and timely advice related to the performance of the transport network in Tasmania through the collation, processing and analysis of traffic counts and other data.

### Major Duties

* Undertake management and storage of data collected from traffic counter sites and other sources on the Department’s computer systems.
* Undertake quality control of traffic data, including liaison with contractors regarding data issues.
* Publish data to the Department’s contracted traffic statistics service.
* Undertake analysis and reporting of transport data, for internal and external publication.
* Respond to requests from internal and external clients, and liaise with other staff as required to source and produce the required data and/or analysis.
* Act as day-to-day liaison with the contractor undertaking the annual short term traffic count program.
* Undertake simple traffic counts and other field surveys.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

The Traffic Data Officer is accountable to the Manager Strategic Operations and works with limited supervision from other staff within the Strategic Operations team to ensure data published to the Department’s traffic statistics database is accurate, and that client requests for analysis and data are met in a timely manner.

The position requires regular face to face and electronic communication with a range of clients, including internal staff, staff from other Departments, consultants, contractors and the general public. The Traffic Data Officer actively engages and builds positive relationships with clients as required to clarify requests, resolve issues and communicate findings of analysis with clarity.

The position is expected to demonstrate an independent approach and initiative in managing their workload within the broader guidance of the Manager. They will anticipate and be responsive to client needs and expectations, and respond positively to unexpected changes.

The position is office-based; however, some interstate and intrastate travel may be required, including field work.

### Selection Criteria (Knowledge and Skills):

1. Demonstrated knowledge, skills and experience in data management and analysis.
2. Well-developed written and verbal communication skills including the ability to develop and present information that is clear, accurate, concise and readily understandable to a variety of internal and external audiences including non-specialists.
3. Strong computer skills and the ability to adapt to new technologies and processes including demonstrated experience in the use of data management and analysis software.
4. Demonstrated ability to deliver accurate and timely results with a focus on attention to detail.

### Position Requirements

#### Pre-employment

* *Nil*

#### Essential

* *Nil*

#### Desirable

* *Previous experience managing large datasets*
* *Diploma or Degree in a related discipline*
* *A current driver’s licence.*

### Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department’s website <https://www.stategrowth.tas.gov.au/> provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; o*ur decisions* which are based on sound principles; and o*ur clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

* ***Teamwork*** – our teams are diverse, caring and productive
* ***Respect*** – we are fair, trusting and appreciative
* ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
* ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))