



# Position Description

## Senior Transport Project Engineer

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

<b>POSITION TITLE:</b>	<b>Senior Transport Project Engineer</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	Partnerships & Transport
<b>Division:</b>	Development, Transport & City Amenity
<b>Date Approved:</b>	January 2022
<b>Approved By:</b>	Manager Partnerships & Transport

### ORGANISATIONAL RELATIONSHIPS:

<b>Reports To:</b>	<b>Coordinator Transport Safety</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

### POSITION OBJECTIVES

- Exercise personal judgment within agreed standards to respond to a service request on the same day it is received and to encourage/support other staff to do the same.
- Management of development and delivery of the capital works program component of Council's Move, Connect, Live strategy. This includes development of concepts and draft designs using AutoCAD. Consultation with internal and external stakeholders. Securing necessary permits and delivery of projects on time and within budget.



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- The management and development of a safe and well-connected transport system providing priority to transport modes in line with our Road User Hierarchy: walking, cycling, public transport, freight, multiple occupancy vehicles and single occupancy vehicles.

### KEY RESPONSIBILITY AND DUTIES

- Manage the delivery of the capital works program component of Council's Move, Connect, Live strategy that includes development of concepts and draft designs, consultation with community and relevant authorities, securing the necessary permits and ensuring the delivery of projects on time and within budget.
- Liaise with all staff, Councillors and the community to resolve service user concerns and issues in a friendly manner within the framework of Service Principles.
- Provide professional traffic engineering advice to Council and the Port Phillip community, including report preparation, attendance at public meetings and liaison with other service authorities, agencies and resolution of community enquiries.
- Assist with the management of the all road user safety program, including seeking and applying for blackspot and other external funding.
- Carry out such duties, as directed, as are within the limits of the incumbent's skill, competence and training.
- Provide assistance to other Transport Engineers and Strategic Transport Officers as required.
- Consider the environment and environmental objectives in all Council projects.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provision of professional, friendly, efficient and effective customer service to the public and other staff in a highly flexible work environment within the framework of Service Principles.
- Develop and manage the delivery of sustainable transport capital works program on time and within budget.
- Responsible for using appropriate reporting lines and modes of communication as required.
- Ensure appropriate research, investigation, planning, design and reporting is provided for all services in accordance with industry standards and guidelines.
- Provide advice and guidance to other Council units seeking specialist traffic and parking management expertise.



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### **JUDGMENT AND DECISION MAKING**

- Ability and confidence to make decisions based on knowledge of Council policies and procedures.
- Ability to use initiative and problem solve.
- Ability to determine and initiate improvements to traffic and parking related policy and strategies.
- Prepare and develop policies, strategies, procedures and initiatives relevant to the sustainable transport capital works program.
- Acting within local government operations and processes.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Advanced word processing skills and knowledge of a variety of software packages, in particular Microsoft Word, Excel, Outlook, Power Point, Access, Pathway, AutoCAD and Crash Stats.
- Strategic and technical skills necessary to assist in the development of sustainable transport strategies and implementation of agreed actions.
- Extensive knowledge of planning, development and management of sustainable transport capital works including development of concepts and draft designs using AutoCAD, consultation with internal and external stakeholders, securing necessary permits and delivery of projects on time and within budget.
- Ability to advise, report and make decisions on technical matters and liaise with other professionals as well as the general public.
- Extensive knowledge of the traffic and parking management principles within the local government environment and current trends.
- Sound financial management skills.
- A demonstrated ability to identify problems and develop innovative solutions.

### **MANAGEMENT SKILLS**

- Ability to work independently and support others in service delivery.
- Ability to organise, plan and set timelines to achieve personal and organisational objectives.
- Ability to work under pressure, undertake and manage a large number of tasks and duties concurrently and ensure that deadlines are met, often with competing demands.
- Demonstrate initiative and seek guidance when necessary to achieve agreed team objectives.
- Understanding of and/or ability to implement human resource practices including EEO and OH&S.



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### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

### **INTERPERSONAL SKILLS**

- Outstanding oral and written communication skills.
- Ability to think laterally and positively.
- Ability to deal effectively and respectfully with challenging people and situations.
- Excellent problem solving and gaining cooperation skills to enable resolution of service user requests and complaints within the framework of Service Principles.
- Ability to gain co-operation and assistance from colleagues, members of public and other organisations with courtesy and respect in the pursuit and achievement of Council's interests.
- A positive and actively supportive approach to achieving organisational and team goals.
- Commitment to the development of initiatives, improving practices and identifying opportunities.
- Commitment to working in a team environment.

### **QUALIFICATIONS AND EXPERIENCE**

#### Academic:

- Tertiary qualifications in a relevant discipline (Batchelor Civil Engineering).

#### Experience:

- 5+ years in traffic and parking management and sustainable transport.
- High quality delivery and customer service role in an environment that focuses on meeting community expectations.



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- Demonstrated planning, development and management of sustainable transport capital works that includes development of concepts, draft and detail designs using AutoCAD.
- Consultation with internal and external stakeholders, securing necessary permits and delivery of projects on time and within budget.

### **MANDATORY REQUIREMENTS**

- Victorian Driver Licence and VicRoads Licence verification.

### **CHILD-SAFE STANDARDS**

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

### **SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS**

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination in line with CHO Direction
- Complete a National Police Check completed via City of Port Phillip's Provider.

### **KEY SELECTION CRITERIA**

- Senior sustainable traffic and transport engineering experience as well as tertiary qualifications in civil engineering.
- Demonstrated experience with planning, development and management of sustainable transport capital works that include development of concepts, draft and detail designs using AutoCAD, consultation with internal and external stakeholders, securing necessary permits and delivery of projects on time and within budget.
- Demonstrated experience in the delivery of a high level of customer service that reflects an understanding of the underlying principles embedded in Service Principles.
- Proven ability to work constructively, independently and as a member of a high performing team with an ability to share in each other's success and failures.
- Demonstrated ability to manage challenging people and situations in a calm, respectful and rational manner.
- Ability to actively provide and promote service culture through personal leadership.