



## Position Details

<b>Position title:</b>	<b>Transport Planner</b>
<b>Award Classification:</b>	Band 6
<b>Department:</b>	City Planning and Sustainability
<b>Division:</b>	City Development
<b>Date Approved:</b>	March 2026
<b>Approved By:</b>	Manager, City Planning and Sustainability

### Organisational Relationships:

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

## Position Objectives

- Plan, consult, deliver and evaluate walking, bike riding, parking, shared transport and public transport promotion and programs completed in partnership with communities and schools and fulfil Outcome two of Council's *Move, Connect, Live Strategy 2018-28*.
- Work collaboratively with members of the Transport team and other teams to help implement projects and actions as part of delivering Council's *Move, Connect, Live Strategy 2018-28*.

## Key Responsibilities and Duties

- Develop and deliver projects and investigations linked to improving school and community travel choices and delivering on actions and outcomes within Council's *Move, Connect, Live Strategy 2018-28* as directed by the Coordinator Strategic Transport.
- Develop and manage key datasets, to effectively track the success of projects and programs which address barriers to uptake of bike riding, walking, shared transport services and public transport, and the benefits for schools and the community.
- Maintain up to date communication materials and online information on schools and community programs and partner with schools and communities to run events and promotions to increase the benefits generated by Council's own initiatives.
- Complete program budgets, project plans, appropriate grant applications and regular reporting on the effectiveness of Council's school and community travel program initiatives to internal and external audiences.
- Work with schools to commission audits of routes to school to identify and prioritise active travel improvement projects.
- Support community consultation and engagement activities for parking transport safety and bike riding projects.
- Collaborate, support and work closely with colleagues in the Transport team and other teams in the delivery of projects and engagement that contribute to the outcomes of Council's *Move, Connect, Live Strategy 2018-28*.

## Accountability and Extent of Authority

- Authority to devise new initiatives and redesign existing community and school travel programs in consultation with the Coordinator Strategic Transport.
- Responsible for ensuring that all initiatives, programs and supporting information deliver on Council's *Move, Connect, Live Strategy 2018-28*.
- Responsible for ensuring all projects and programs are delivered within agreed timelines and budget.

## Judgement and Decision Making

- This position is guided by Council's *Council Plan 2017-27, Move, Connect, Live Strategy 2018-28* and relevant organisational policies.
- Day to day decision making in accordance with delegated authority, budget and organisation objectives.
- Guidance and advice will be provided by the Coordinator Strategic Transport and Manager Partnerships and Transport.



## Specialist Skills and Knowledge

- Strong organisational and administrative skills.
- Project management skills with an understanding of the complexities and benefits of integrated outcomes.
- Ability to undertake local area and community planning, including investigating and analysing transport, attitudinal and demographic data and trends.
- Strong understanding of current transport and travel behaviour issues and the underlying motivators and barriers.
- Ability to write documents, programs and campaigns using appropriate techniques to produce outcomes.
- Ability to think tactically in seeking solutions to problems and recommend appropriate courses of action.
- Ability to influence in an effective manner that also builds relationships amongst others in the community and across the organisation.
- Knowledge of external funding and programs aligned to the objectives of this position.
- General knowledge and experience in policy analysis, formulation and implementation, as well as monitoring, evaluation and corporate reporting.
- Ability to advise, report and make recommendations on technical matters
- Knowledge of tools and methods to collect, manage and represent transport data to track and evaluate projects, programs and strategies.
- Knowledge of community consultation and engagement methods and tools.
- Sound financial management skills.
- Ability to prepare reports, correspondence and other documents using Microsoft Word and other software applications such as spreadsheets, databases and mapping.

## Management Skills

- Ability to manage own time, plan and organise own work and resources to achieve personal and organisational objectives.
- Strong project planning, coordination, delivery and promotion skills.
- Ability to work independently and support others in service delivery.
- Ability to work under pressure.

## Interpersonal Skills

- Highly developed written and oral communication skills in the communication of ideas and issues with a variety of audiences, including formal report writing and public presentations.
- Effective skills in facilitation, consultation, influencing outcomes and conflict resolution, including the ability to gain co-operation and assistance from a range of people including staff, community members and local groups, school leadership teams and students, and external stakeholder organisations.



- Ability to understand and contribute to delivering on Council’s strategic directions, its values and vision and outcomes in a growth context.
- Ability to work across the organisation and the community to initiate practices that will support uptake of improved travel choices, especially bike riding, and walking.
- Ability to work effectively within teams across the organisation and with partners and other organisations.
- Strong relationship and network building capacity and capability.

## Qualifications and Experience

- **Academic:** A tertiary qualification in urban or community planning, transport, engineering or related field is preferable.
- **Experience:** Experience in developing, implementing and evaluating projects and behaviour change programs in a local government context is preferred.

## Mandatory Requirements

- Current police check and working with children check is required for this position.

## Child-Safe Standards

- Maintain a child safe culture at 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.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our



success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

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
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Strong project and program organisational skills with a track record of successfully designing and implementing technical projects and community engagement programs. Experience in a local government is preferred.
- Effective skills in facilitation and influencing outcomes. This includes the ability to gain co-operation and assistance from a range of people including staff, community leaders, and other external organisations to deliver a project.
- Experience in data collection, management and presentation to track and evaluate projects, programs and strategies.
- An understanding of the motivators, barriers and benefits of various transport choices and the broader environmental, economic, health and social challenges related to these choices.
- Well-developed communication skills, with the ability to develop materials for marketing, promotion and consultation, prepare reports of a complex nature, and present information in a concise, accurate and simple manner.
- Ability to actively provide and promote a service culture through personal leadership.



*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.*