



Position Description

Position title:	Senior Shared Transport Planner
Award Classification:	Band 7
Department:	City Planning and Sustainability
Division:	City Development
Date Approved:	January 2026
Approved By:	Head of Transport

Organisational Relationships:

Reports To:	Coordinator Strategic Transport
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Car Share and Shared Micromobility Providers, schools, workplaces, rate payers and residents, members of the public, government representatives, Statutory Authorities, Universities, clients, suppliers, consultants, and contractors.

Position Objectives

- To expand the network of car share vehicles across Port Phillip and manage the performance of Car Share Providers to realise Council's targets and benefits within its Car Share Policy 2016-2021 (and future policies).
- To oversee the operation of shared micro mobility and any new transport technologies in Port Phillip to ensure that the utilisation is maximised, negative impacts are minimised and to meet the targets set in Council's Integrated Transport Plan (Move, Connect, Live)
- Manage service providers and coordinate with providers, state government and other local governments to progress emerging transport technology governance and policy at a local and state level
- Work collaboratively with members of Transport team to contribute to the delivery of other outcomes in Move Connect Live.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First

Key Responsibilities and Duties

- Review and develop the Car Share Policy and relevant agreements, contribute to the development of new policy settings and regulations for shared micromobility, and guide the review and development of Council policies that reference shared transport.
- Develop and manage agreements with operators of shared mobility services including car share, and relevant cross-government shared micromobility agreements, and manage relationships and performance meetings with car share and shared micromobility operators, and relevant internal and external stakeholders.
- Administer agreements, processes and procedures, publicly available information, and promotion to ensure the smooth operation and performance of car share, micromobility and other new transport technology services in Port Phillip in consultation with the relevant teams in Council.
- Manage external consultation on applications by car share operators and other shared mobility services and respond to any requests including those coming from the community,
- Council Officers, or Councillors, and provide reports as required.
- Develop relevant policy positions and investigate opportunities to implement new transport technology, including on-demand transport services and road user charging.
- Act as Council's representative on state committees and working groups overseeing implementation and governance of emerging transport technology.
- Collaborate, support, and work closely with colleagues in the Strategic Transport Team and Partnerships and Transport Department in the delivery of projects and programs aligned to Port Phillip's Move, Connect, Live Integrated Transport Strategy.

Accountability and Extent of Authority

- Responsible for ensuring that all projects and programs are in line with the Council Plan 2021-2031, Move, Connect Live, Integrated Transport Strategy and Car Share Policy and that shared transport providers performance accords with Council's and the community's expectations contained in relevant agreements with operators.
- Formulate and recommend policy positions for shared and micromobility transport within established strategic frameworks, where freedom to act is generally prescribed by senior leadership, ensuring outputs significantly influence Council policy.
- Provide expert advice and collaborate with shared transport operators to ensure compliance with regulations and effective implementation of agreements
- Oversee delivery of programs and projects within established policies and budgets, ensuring outcomes meet Council objectives and contribute to strategic transport priorities.
- Coordinate and lead cross-government processes and agreements to enable effective shared mobility service delivery

Judgement and Decision Making

- Resolve transport and policy issues by identifying and analysing a range of options and applying sound judgement
- Analyse a range of options and recommend practical solutions within Council's strategic frameworks.
- Make decisions in situations where guidance is not always immediately available, using professional experience and available data.
- Balance regulatory requirements, community needs, and organisational priorities when providing advice or implementing actions.

Specialist Skills and Knowledge

- Apply analytical and investigative skills to inform policy development and strategic decision-making in a complex legal and political environment.
- Prepare professional, well-structured reports and correspondence for internal and external audiences, ensuring accuracy and compliance with Council frameworks.
- Interpret and analyse data using spreadsheets, databases, and mapping tools to provide evidence-based advice and recommendations on technical and policy matters.
- Demonstrate strong organisational and project management skills to deliver integrated transport and parking initiatives effectively.
- Influence and build productive relationships with stakeholders across the organisation and community to achieve strategic outcomes.
- Apply practical knowledge of options analysis, monitoring, evaluation, and budgeting principles to support informed decision-making and resource planning.

Management Skills

- Effectively manage time, set priorities, and organise work and resources to achieve organisational objectives under competing pressures.
- Demonstrate strong project coordination and delivery skills to ensure successful implementation of strategic initiatives.
- Work independently and apply creative problem-solving approaches while supporting others in achieving service outcomes.
- Collaborate across departments and functions to deliver integrated solutions and meet organisational goals efficiently.
- Build cooperation and achieve satisfactory outcomes with a wide range of stakeholders through clear communication and influence.

Interpersonal Skills

- Highly developed written and verbal presentation skills in the communication of complex technical ideas and policy issues to a variety of audiences.

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- Effective skills in consulting, influencing outcomes, and conflict resolution, including the ability to gain co-operation and support from a range of people including other staff, community members and external organisations.
- Ability to work across the organisation and with the community to increase understanding, valuing and uptake of shared transport services such as car and bike share schemes.
- Experience with site-specific consultation, particularly in relation to parking and working with car share and shared micromobility operators would be an advantage
- Proven ability to understand, interpret and operate appropriately consistent with the strategic direction and outcomes of the organisation, its values and Council's vision.
- Ability to work effectively in a team, across Council and with other organisations

Qualifications and Experience

- **Academic:** A tertiary qualification in transport or related discipline and several years' relevant experience, or lesser formal qualifications with extensive experience.
- **Experience:** Experience in successfully managing performance-based service contracts or administering service delivery programs;
 - Experience developing policy based upon research, analysis, and stakeholder engagement;
 - Experience with site-specific community and stakeholder consultation; and
 - Experience in leading and working in interdisciplinary environments.

Mandatory Requirements

- Victorian Driver Licence and VicRoads Licence verification

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.

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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

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 coordination skills with demonstrated experience in the design, implementation and evaluation of car share, shared transport services, or similar programs.
- Demonstrated ability to develop, resolve issues and successfully manage performance-based service agreements or contracts.
- Experience in developing policy and procedures to respond to emerging transport technologies and shared mobility services based upon research, analysis, and stakeholder engagement.
- Well-developed communication skills, with the ability to develop materials for promotion and consultation, prepare reports of a complex nature, and present information in a concise, accurate and simple manner.
- Applied knowledge of integrated transport issues, particularly those facing the Council and related to emerging transport technology and shared transport services.

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.

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