



Position Details

Position title:	Strategic Transport Planner
Award Classification:	Band 7
Department:	City Planning and Sustainability
Division:	City Growth and Development
Date Approved:	May 2025
Approved By:	Manager City Planning and Sustainability

Organisational Relationships:

Reports To:	Coordinator Strategic Transport
Supervises:	External consultants
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Provide a high level of city-wide, issue specific and project-based transport planning expertise to the City Growth and Development Division, other internal departments, Council and the community to ensure good outcomes for Port Phillip aligned to the delivery of the Council Plan 2021-31.
- Co-ordinate the preparation of research, advice and policy, using holistic and cross-enterprise approaches in order to position Council to respond to challenges and capitalise on opportunities aligned to the delivery of Port Phillip's Integrated Transport Strategy 2018-2028.
- Actively contribute to the development of transport planning capabilities and knowledge sharing within the City Planning and Sustainability Department.

Key Responsibilities and Duties

- Lead the development and delivery of highly complex and often multi-disciplinary projects, that address complicated inner-city transport and parking management issues and policy gaps at a city-wide and neighbourhood level.
- Lead parking and transport investigations and analysis to support strategic transport input into transformational, city shaping projects and Council's precinct management program.
- Lead the research and preparation of the integrated transport components of Council's land use strategies, Structure Plans and Urban Design Frameworks for key areas of our city.
- Liaise with State Government departments, transport agencies, adjoining Councils and other stakeholders with respect to transport planning and development issues, and to progress the delivery of key strategic projects.
- Provide accurate, timely and professional advice and guidance on complex and multi-faceted transport matters often with ramifications across the city to line management, the organisation, Council and the community.

Accountability and Extent of Authority

- Responsible for production and presentation of professional and well-structured reports and briefings to the Executive Leadership Team and Council as well as key stakeholders, government agencies and the community.
- Accurate and timely formulation of transport policies, frameworks and proposals to inform or respond to precinct programs to deliver integrated transport outcomes within agreed timelines and budget.
- Management of consultants where required.
- Management of personal day-to-day workload, meeting deadlines and time management.
- Demonstrated ability to operate within a corporate structure and show initiative in producing integrated proposals that contribute to the outcomes sought by Council.
- Providing progressive and well considered transport planning and policy advice to line management, the organisation, Council and the community.
- Facilitating the ongoing development of processes and systems to ensure the outcomes and objectives of Port Phillip's Integrated Transport Strategy are realised across the organisation.

Judgement and Decision Making

- Ability to work independently, whilst seeking guidance and advice on broader Council priorities and objectives as required.
- Ability to think strategically and holistically, and to consider options and implications at various decision points, using subject matter expertise.
- The ability to make decisions and provide advice that is consistent with Council's strategic direction, policy settings and procedures, supported by professional subject matter expertise and community consultation/feedback.

Specialist Skills and Knowledge

- Demonstrated ability to scope and complete complex and integrated transport investigations and analysis, identify needs, problems and develop innovative solutions on a project, precinct, network and city-wide basis.
- Demonstrated ability to think conceptually and strategically assess transport and parking options and likely consequences to generate triple bottom line benefits.
- Demonstrated ability to generate creative and innovative approaches, using highly developed research, synthesising and communication skills, to solve complex problems through formulating and writing progressive transport policies and procedures and generate outcomes that align with Council's priorities and objectives.
- Demonstrated ability in applying principles of integrated transport planning, urban design, development planning and the planning system (both strategic and statutory), related legislation and effectively applying these at the local government level.
- Demonstrated ability in integrated transport planning, place management and demand responsive parking management approaches, with an understanding of the complexities and benefits these generate.

Management Skills

- Manage the successful completion of projects by leading and overseeing projects and ensuring appropriate management and allocation of budget resources to meet deadlines.
- Provide strategic leadership in the development of transport planning investigations, council policies, research and projects.
- Effective time management, self-motivation and management skills that extends to organising and managing concurrent consultancies and projects.
- Developing the transport planning skills and capabilities within the Partnerships & Transport area through documenting and communicating best practice and procedures for transport and parking investigations to respond to the needs of the city.
- Proven ability in leading and motivating project teams and influencing the strategic direction and decision making by being able to clearly communicate the findings of and recommend actions using easy to understand reports and key messages drawn from distilling multiple complex and technical studies and research.

Interpersonal Skills

- Highly developed written and presentation skills in the communication of complex ideas and issues to a variety of audiences.
- Highly developed facilitation, negotiation and conflict resolution skills.
- Collaboration and networking skills, applied in interactions with senior officers, State Government representatives and local community members to realise strategic outcomes in partnership.
- Advisory and communication skills applied outside own team or department. This includes the ability to act as a transport and parking expert for the organisation on complex partnership projects.



- Ability to recommend and articulate strategies and sequencing of interventions within a complex political environment.

Qualifications and Experience

- A relevant tertiary qualification in transport planning, urban planning or a closely related discipline with at least 8 years relevant professional experience, preferably in a local government environment.
- Demonstrated experience working in strategic planning, including experience in urban areas undergoing considerable change and redevelopment, major transport projects, structure planning and integrated corridor planning.
- Extensive experience in strategy development and policy formulation with a proven track record of delivery highly valued.
- Extensive knowledge of transport planning methodologies, statutory processes and evidence requirements for planning scheme amendments, including developer contributions plans and parking overlays is valued.

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

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.
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
- 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

1. A relevant tertiary qualification in transport planning, urban planning, engineering or closely related field.
2. Substantial project management experience in the formulation and delivery of transport and parking policies based upon research, analysis and scenario testing.
3. Demonstrated ability in leading the planning of transport networks and services, preferably as part of city-wide strategies or as part of precinct planning and urban redevelopment projects.
4. Substantial experience working in positions with nominal supervision and the proven ability to work effectively as an individual and as a member of a high performing team, work collaboratively to produce the required outcomes for the city.
5. Experience in building transport planning capabilities through providing guidance to staff members and initiating system and process improvements.
6. Highly developed skills in adaptive problem solving and stakeholder engagement, particularly those involving complex concepts, to achieve quality outcomes. This includes the ability to act as a transport and parking expert for the organisation on complex partnership projects.

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.