



## Position Details

<b>Position title:</b>	<b>Head of Transport</b>
<b>Award Classification:</b>	Senior Executive Officer
<b>Department:</b>	City Planning and Sustainability
<b>Division:</b>	City Growth and Culture
<b>Date Approved:</b>	July 2024
<b>Approved By:</b>	General Manager, City Growth and Development

### Organisational Relationships:

<b>Reports To:</b>	Manager City Planning and Sustainability
<b>Supervises:</b>	Coordinator Transport Safety Engineering, Coordinator Transport Strategy
<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

- To lead the planning, development and implementation of a range of transport priorities and politically sensitive transport projects that relate to all transport modes, including vehicular, pedestrian, bicycle and public transport systems.
- To provide leadership and guidance to the following teams, to ensure effective delivery of transport related services:
  - Transport Safety Engineering who delivers a high level of customer service, provide technical engineering advice and develop and deliver transport projects to improve safety across the road network.
  - Strategic Transport who prepare strategic transport plans and policies, coordinates delivery of the Integrated Transport Strategy, Parking Management Policy and Car Share Policy, provides transport planning advice across the organisation, and deliver active transport programs and projects.



## Key Responsibilities and Duties

- Lead and deliver strategic, complex, and high-profile projects that contribute to the delivery of the Council Plan and effective transport planning and road safety.
- Lead, mentor and inspire two transport teams to ensure Council's transport management and planning functions are met and incorporate contemporary management and professional standards.
- Compose briefing papers, Council reports, correspondence, strategy documents and other materials necessary to maintain stakeholder relationships and to progress Council priorities.
- Sponsor Transport projects through the project management lifecycle and Council processes.
- Contribute to a positive work place culture, with a focus on people management with strong communication and emotional intelligence.
- Provide and promote a high level of customer service to internal and external customers.
- Manage relationships with key external stakeholders and bodies including State Government.

## Accountability and Extent of Authority

- Achievement of Council, organisational and departmental goals, and objectives in line with legislation, budgetary, quality and time requirements.
- Oversight of projects, programs, resources, people, and risks as the Sponsor of Transport projects and member of the Transport Project Control Group in the project management lifecycle process.
- Ability to act, subject to organisational goals, policies, and legislation, where the outcomes may have extensive impact on the business unit, public perception of the organisation, the organisation and/or on the community.
- Accountable for the quality of advice given to Council and the Executive on operational and strategic transport matters.

## Judgement and Decision Making

- Exercise delegations consistent with the Instrument of Delegations and make decisions and recommendations as directed.
- Ability to use initiative and to problem solve often complex transport related matters in accordance with delegated authority, budget and organisation objectives.
- Liaise with Councillors, community members, State Government departments and agencies and other organisations and stakeholders.

## Specialist Skills and Knowledge

- Demonstrated ability to conduct and present research to support evidence based design, planning and decision making.
- Sound understanding of the economic, political, social, and cultural issues relating to service delivery in the local government sector.



- Excellent conceptual, analytical, and problem-solving skills and demonstrated capacity to develop and implement innovative solutions, in an environment characterised by close public scrutiny, political sensitivity and scarce resources.
- Demonstrated ability to develop, manage and maintain business plans and associated budgetary and financial management requirements.
- Utilise sound judgement and decision-making skills to respond to community requests, complaints, and issues sensitively and promptly.

## Management Skills

- Effectively lead and manage key transport initiatives of the organisation.
- Comply with Councils policies and procedures and ensure staff do the same. Policies and procedures cover a range of subjects, including Code of Conduct, Discipline, Recruitment, Conflict of Interest, Tendering and Purchasing and contract management processes. (Policies are accessible via the intranet).
- Provide regular reviews of the work program, project milestones and budget performance to the Manager.
- Ability to cope with uncertainty and display agility and flexibility in response to dynamic situations.
- Initiate change in conjunction with management to deliver service improvements and outcomes.
- Facilitating program effectiveness through empowering, motivating and developing staff within a positive and supportive work environment.
- Demonstrated leadership skills and the ability to inspire staff to achievement.
- Ensure that staff members are clear about their specific duties and the standards expected of them in the performance of those duties.

## Interpersonal Skills

- Excellent interpersonal, negotiation, persuasion, and written skills, with the ability to use discretion and judgment, to communicate complex ideas in a busy, complex, and political environment.
- Model and promote the culture of the City of Port Phillip, influence others to share ownership of the Council's goals and develop a highly capable, aligned and engaged team.
- Demonstrate openness to new ideas, innovation, and a learning mindset.

## Qualifications and Experience

- **Qualifications:** Qualification in Public Policy, Transport or related field.
- **Experience:** Demonstrated leadership experience, particularly in working in a politically sensitive environment such as local, state, or federal government.



## 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.
- 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

- Proven leadership experience with the ability to motivate staff, and build high performing teams that are aligned, engaged, and collaborative.
- Significant experience with project management and post implementation review of transport projects, strategies and activities.



- High level of professional knowledge of transport and parking management practices and demonstrated experience to think strategically, analyse complex situations and develop innovative and practical solutions in an effective, fair, and transparent manner.
- Sound judgement, political awareness and demonstrated ability to operate effectively in a political environment.
- Demonstrated ability to develop positive rapport and collaborative relationships with internal and external stakeholders to achieve strategic goals through negotiation, persuasion, and the use of superior interpersonal skills.
- Highly developed communication skills with the ability to communicate complex issues and ideas to a variety of audiences in a busy, complex, and political environment.

*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.*