

Traffic Engineer

Division	City Assets
Section	Roads & Traffic
Location	Five Dock Depot
Classification/Grade/Band	Grade 10
Position Code	CB0505
Date position description approved	March 2024

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

Note: This position is required to apply engineering principles to the management of Council's assets, where such assets may give rise to liability under the Civil Liability Act 2002. As such, the position is eligible to receive the Civil Liability Allowance, as required by Clause 16 (xv) of the Local Government (State) Award 2020.

Primary purpose of the position

- To contribute to the provision of strategic, operational and specialist technical advice and actions in the areas of parking, road safety, traffic and transportation management, and traffic aspects of development proposals
- To assist in developing and implementing principles and innovative technical solutions using a modern management approach to traffic and transport management
- To provide advice on and input into strategic planning for transport management for the City of Canada Bay including assisting with the development and implementation of consultation systems and ensuring regional traffic and transport factors are considered as part of the delivery and development of local traffic and transport engineering designs and facilities

Key accountabilities

Technical/Operational

- Investigate and respond to requests and enquiries from the community, ensuring customers receive a high-quality service.
- Undertake site visits and site meetings to assess traffic and transport related matters.
- Assist the Coordinator Traffic and Transport in undertaking community consultation including attending meetings with the community.
- Assist in investigating, consulting, managing, maintaining, designing and delivering facilities to manage traffic, parking, walking and cycling, including Local Area Traffic Management (LATM) solutions and other traffic and transport related assets.

- Coordinate and process essential contractor documentation, including Traffic Guidance Schemes (TGS), Occupation of Public Space, craning, Permit to Stand Plant, Work Zone, Road Closure and NHVR approvals.
- Assist with festival/special event traffic planning and associated approvals.
- Assist the Local Traffic Committee, including preparing reports and other administrative duties, as required.
- Provide specialist advice and significant contribution to traffic and transport related plans and strategies, including the Bike Plan, Pedestrian Access and Mobility Plan (PAMP), Parking Policy and asset design (such as road, footpath and street furniture design)
- Undertake and coordinate traffic and pedestrian surveys
- Prepare grant applications for designing and constructing traffic and transport related assets.
- Review Planning Proposals, Development Applications and associated certificates and provide engineering comments and conditions.
- Prepare contract consultancy briefs and tender documents, analyse tenders, and supervise contracts.
- Formulate and administer Permit Parking Schemes, Pay Parking Schemes and assist with the general management of on and off street car parking.
- Ensure compliance with relevant standards for infrastructure design and construction and any legislative requirements.

Financial

- Contribute to the effective management of the unit's budget.

Management & Leadership

- Assist in the development of a road and transport strategy for the area that provides for the integration of land use and transport. Provide strategic planning input into rezoning applications and major development applications.
- Provide advice and represent Council in regards to transport infrastructure projects and traffic management in the City area and region as required.

Communication, Consultation & Engagement

- Undertake consultation with the community and other stakeholders on minor traffic, transport and parking matters, and assist the Coordinator Traffic & Transport with consultation on major projects.
- Investigate and respond to requests and feedback from the community on traffic, transport and parking matters, and assist with communication and consultation with the community, other Government agencies and external organisations (including but not limited to Sydney Buses, NSW Police, et al).

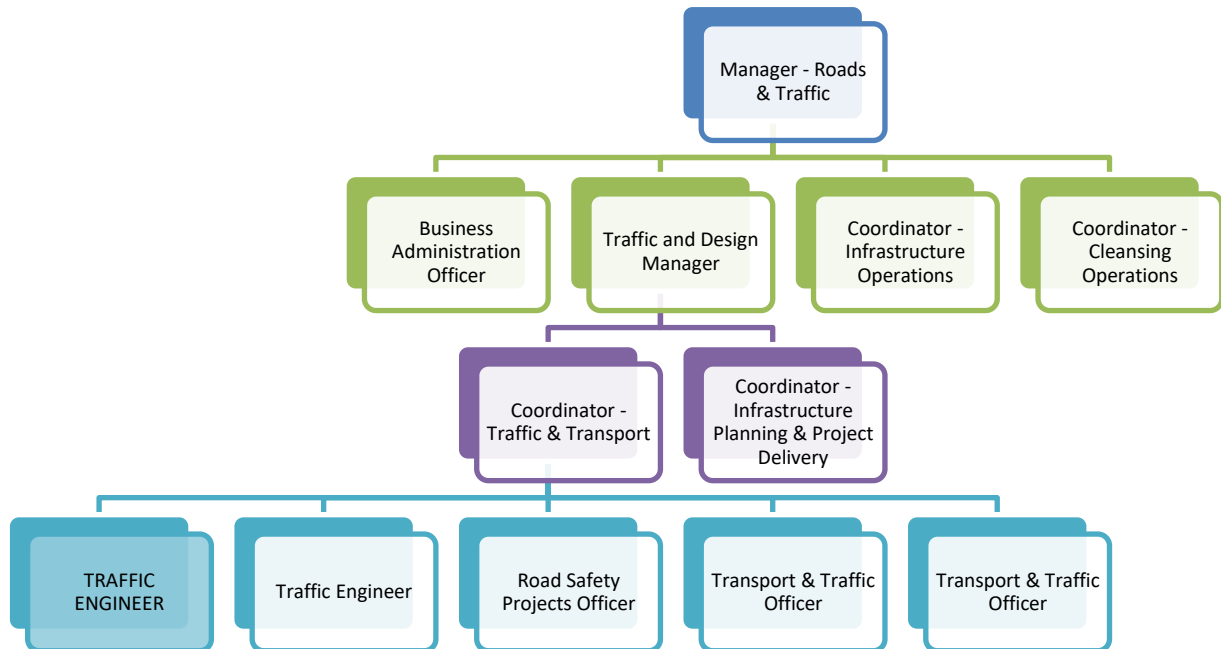
General

- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Carry out additional tasks within your skills set as assigned by your Supervisor.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.

- Identify process improvement opportunities to reduce waste, increase efficiency, improve customer service or reduce processing time.

Position/Department Structure

This position reports to the Coordinator – Traffic & Transport.



Essential Knowledge, Skills and Experience (Essential Criteria)

- Tertiary qualifications (degree level) in Civil Engineering or Traffic Engineering, and eligible to become a Corporate Member of the Institution of Engineers, Australia
- Demonstrated experience in the traffic and transport areas of strategic planning
- Working experience in the design of traffic facilities and in the day-to-day management of local traffic issues including participation on local traffic committees
- Extensive working knowledge of the Transport for NSW and Austroads Guidelines and Australian Standards
- Thorough knowledge of the NSW Roads Act and NSW Road Rules
- Demonstrated high level verbal and written (English) communication skills, including negotiation and conflict resolution skills
- Experience using AutoCAD
- Proven ability to work in a team environment with other staff and consultants
- Current 'Class C' Drivers Licence





Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Current Traffic Control accreditation - Prepare Work Zone Traffic Management Plan
- Understanding of the current traffic and transport issues affecting local communities such as the City of Canada Bay

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and is commitment to learning	Adept
	Display Resilience and Adaptability Expresses own views, perseveres through challenges, and is flexible and willing to change	Adept
	Act with Integrity Is honest, ethical and professional, and prepared to speak up for what is right	Adept
	Demonstrate Accountability Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy	Advanced
 Relationships	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others	Advanced
	Community and Customer Focus Commits to delivering customer and community focused services in line with strategic objectives	Advanced
	Work Collaboratively Is respectful, inclusive and a reliable team member, collaborates with others, and values diversity	Advanced
	Influence and Negotiate Persuades and gains commitment from others, and resolves issues and conflicts	Advanced
 Results	Plan and Prioritise Plans and organises work in line with organisational goals, and adjusts to changing priorities	Adept
	Think and Solve Problems Thinks, analyses and considers the broader context to develop practical solutions	Advanced
	Create and Innovate Encourages and suggests new ideas and shows commitment to improving services and ways of working	Adept
	Deliver Results Achieves results through efficient use of resources and a commitment to quality outcomes	Adept
 Resources	Finance Is a responsible custodian of Council funds and applies processes in line with legislation and policy	Adept
	Assets and Tools Uses, allocates and maintains work tools appropriately and manages community assets responsibly	Adept
	Technology and Information Uses technology and information to maximise efficiency and effectiveness	Adept
	Procurement and Contracts Understands and applies procurement processes to ensure effective purchasing and contract performance	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Community & Customer Focus	Advanced	<ul style="list-style-type: none"> Demonstrates a thorough understanding of the interests, needs and diversity in the community Promotes a culture of quality customer service Initiates and develops partnerships with customers and the community to define and evaluate service outcomes Ensures that the customer is at the heart of business process design Makes improvements to management systems, processes and practices to improve service delivery Works towards social, environmental and economic sustainability in the community/ region
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan & Prioritise	Adept	<ul style="list-style-type: none"> Consults on and delivers team/ unit goals and plans, with clear performance measures Takes into account organisational objectives when setting and reviewing team priorities and projects Scopes and manages projects effectively, including budgets, resources and timelines Manages risks effectively, minimising the impacts of variances from project plans Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Child Safe Organisation

- 1.1. The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

2. Work, Health & Safety Responsibilities

2.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

3. Workplace Behaviour Standards and Expectations

3.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

4. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

5. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

6. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

7. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

8. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

9. Organisation Values

OUR VALUES	ADMIRABLE BEHAVIOURS	UNFAVOURABLE BEHAVIOURS
We empower our people	We value opportunities to grow and learn	We don't unnecessarily withhold information or resources from each other
	We encourage feedback	We don't abuse authority
	We openly share our knowledge, skills and ideas	We are not inflexible
	We provide support and training to do the best job possible	We don't exclude or isolate people
	We enable people to make decisions	We don't fear speaking up
We innovate	We are curious and open minded	We don't always default to the status quo
	We encourage creativity and 'out of the box' thinking	We are not resistant to change
	We try new things and challenge ourselves	We don't shut suggestions or ideas down
	We foster a safe and accessible environment	We don't accept 'the old way' as 'the only way'
	We create space and time for learning and improvement	We don't take the easy way out
We are respectful	We are kind, thoughtful and show compassion and dignity	We don't dominate and talk over others
	We embrace diversity and put ourselves in the shoes of others	We don't bully, harass or abuse
	We use respectful communication and listen to understand	We don't make unfair judgements or assumptions
	We acknowledge each other and greet each other with a smile	We don't devalue others opinions
	We appreciate contributions and share credit where it is due	We don't talk behind each others backs or spread gossip
We work together	We are inclusive and foster a 'one team' approach	We don't say 'it's not my job'
	We value safety and look out for each other	We don't talk negatively about each other
	We proactively offer help or solutions	We don't work in silos
	We are inclusive of stakeholders in decision making	We don't ignore each other
	We think holistically	We don't refuse to help others when we can
We act with integrity	We are open and honest	We don't blame or undermine others
	We provide transparency in our decision making	We don't ignore the 'red flags' or unethical conduct
	We do what we say we will do	We don't hide mistakes
	We take responsibility and are accountable for our actions	We don't break commitments
	We declare or report potential conflicts or unethical behaviour	We don't deceive, take bribes or act corruptly