

Position Description

Position title:	Senior Transport Planner (Cycling)
Directorate:	Governance
Service Unit:	Transport and Compliance
Reports to:	Traffic and Transport Manager
Direct reports:	0
Salary point:	SP16
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle West
Date revised:	June 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Transport and Compliance?

The Transport and Compliance Service Unit primary focus is to deliver and manage the outwardly facing services of Transport Strategy, Transport Operations and Compliance for the City of Newcastle.

We are a diverse team of staff that are moving towards a strategic and evidence-based approach to best practice transport and compliance whilst building a constructive and collaborative team culture where people enjoy coming to work and gain satisfaction from doing their job is the norm.

What's the focus of this position?

The focus for this role is developing and overseeing the Cycleways Program and implementation and monitoring of CN's adopted Cycling Plan. The position will be the key point of contact in CN for cycling matters and expertise.

What you'll be doing:

- **Oversee the Cycleways Program**
 - Refine, in conjunction with the Cycling Working Party, a methodology for prioritisation of cycling projects.
 - Develop and regularly update a 10-year program for cycleways projects in CN's Project Portfolio Management (PPM) System.
 - Prepare mandates, business cases and project charters for cycleways projects.
 - Prepare and submit an annual program of cycleway projects in accordance with resource and budget constraints (Capital Works Program).
 - Prepare Program Status Reports, budget change requests and oversee budget for the Cycleways Program.
 - Represent Transport and Compliance as the client for cycling projects.
- **Implement and monitor the Cycling Plan and review as required**
 - Ensure objectives of the Cycling Plan are translated into project planning and delivery, through the Cycleways Program.
 - Develop a governance framework for implementation of the Cycling Plan, covering annual reporting on budget, project status and priorities.
 - Prepare and publish cycling network maps and programs, for project planning and wayfinding purposes.
 - Prepare and publish project information on CN's website.
 - Develop procedures to ensure currency of published material.
 - Prepare annual budget submissions, objectives, actions and tasks (to inform the Operational Plan and CAMMS Strategy).
- **Maintain up-to-date knowledge of standards, guides and best practice relating to cycleway design and cycling mode share (behaviour and education)**
- **Act as a technical resource to Council officers, Councillors and the public regarding cycling standards, policy and planning (represent the Transport and Compliance Service Unit as the key contact for cycling expertise)**
 - Respond to requests from CN staff, Councillors and community concerning cycling matters (Note: Responses may be done in conjunction with Assets and Projects if asset related or related to a specific project managed by Assets and Projects)
 - Provide relevant advice and assistance to the Traffic and Transport Manager to respond to external and internal customers on issues related to cycling and the Cycleways Program

- Undertake and manage studies and public consultation as required to implement the Cycleways Program and Cycling Plan
 - Preparation of scope, specifications/briefs, selection and management of consultants to undertake feasibility studies and/or design of cycle routes
 - Analyse, assess and make recommendations on cycle routes and treatments, having regard to input from stakeholders, opportunities and constraints
 - Undertake community consultation on studies (with assistance from CN's MECA service unit)
 - Prepare reports for Newcastle City Traffic Committee and Council
- Facilitate operation of CN's Cycling Working Party
 - Prepare agendas, minutes and other documentation as required for the effective operation of the Cycling Working Party
 - Assist the Chair in facilitating meetings and agendas to ensure that the Cycling Working Party addresses its terms of reference
- Facilitate operation of the Richmond Vale Rail Trail Working Party
 - Develop terms of reference for the Richmond Vale Rail Trail Working Party and submit to Council for endorsement
 - Prepare agendas, minutes and other documentation as required for the effective operation of the Richmond Vale Rail Trail Working Party
- Prepare grant applications and administer grant funding
 - Prepare applications for funding of local and regional cycling projects to NSW Government (e.g. Transport for NSW Walking and Cycling Program, Streets as Shared Spaces Fund) and Australian Government (e.g. Building Better Regions Fund)
 - Ensure that grant conditions are met (regarding regular reporting on forecasts and claims, submissions of variations, closure reports, signage etc.)
- Develop strong working relationships with other CN staff, notably Assets and Projects staff, to facilitate cooperative delivery of cycleway projects.

The essentials you'll need:

1. Tertiary qualifications in planning, engineering or a related discipline and/or extensive relevant experience, preferably in a local government environment.
2. Knowledge of transport planning, policy and practice in a local and regional context.
3. Demonstrated experience and interest in sustainable transport.

4. Knowledge and application of standards and guides pertaining to cycleways, roads, footpaths, transport stops and parking.
5. Knowledge and experience in developing project briefs and project management.
6. Ability to think strategically and holistically, to consider options and implications at various decision points, and readiness to seek and use subject matter expertise to resolve issues.
7. Ability to devise, recommend and articulate strategies and sequencing of actions, based on sound analysis.
8. Strong interpersonal communication, collaboration and stakeholder management skills, and ability to work across disciplines, identify and respond to different perspectives, both within City of Newcastle and with external parties.
9. Experience in developing and maintaining effective working relationships with multiple stakeholders.
10. Strong research, analysis and written communications skills and ability to provide information and analyses in a variety of formats, including Council reports, memos, policy and strategy documents.
11. Proven ability to work effectively and collaboratively as a member of a team, and in delivering results working with minimal supervision.

Other valuable skills you may have:

1. Experience using GIS, and/or civil design software applications.
2. Experience in reading and interpreting civil engineering design drawings and field data.
3. Experience in preparation of grant applications.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	