

POSITION DETAILS

Position Title:	Senior Coordinator – Transport & Development	Position Grade:	14
Department/Directorate	Transport / City Works	Position Status / Hours per Week:	Full Time / 35

PRIMARY PURPOSE OF THE POSITION

The primary purpose of this position is to manage the Transport and Development Team, providing expert advice to both internal and external stakeholders on the transport implications of major developments that impact multi-modal travel movements, traffic (also including management plans), parking, the vibrancy of places (as related to transport) and road safety. Further, the purpose of the position is to recommend works and solutions that mitigate impacts and improve the transport system within the City of Ryde LGA.

Scope of the position:

- Manage public enquiries related to the transport impacts of major development applications, rezonings and proposals
- Assist with the ongoing management of Project Control Groups (PCGs) that relate to the impacts of land use developments, and similar planning and major development committees (both internal and external forums)
- Manage the Development Referral database for the Transport department, to ensure matters are completed within agreed timeframes
- Holistically review Transport department LDA Assessment Referrals for their completeness and request further information from the Development Assessment and Urban Strategy teams as required
- Ensure that responses to developments and proposals align with the goals and strategies of the Transport department and Council. This includes consulting with internal stakeholders as required
- Lead the ongoing development of the Transport department's 'Standard Development Conditions' and contribute to the development of standard conditions and comments maintained and used by the Development Assessment and Urban Strategy teams
- Manage and lead the provision of timely traffic engineering related advice and formulation of solutions to both internal and external stakeholders, liaising support with the transport planning team to ensure responses are aligned with strategic transport planning objectives
- Ensure all responses to development applications and proposals are managed to approved standards, guidelines and timeframes, and there is a nexus between the development/proposal and transport requirements
- Lead the development of consultant briefs for quotation purposes relating to Traffic Studies/Assessments or similar (as required)
- Lead the development of Project Briefs for transport assessments and studies relating to development applications and proposals.
- Review business activities and systems within the team and facilitate process improvement
- Ensure the provision of regular reports to the Manager, Transport on the timeliness of responses to development applications and proposals
- Provision of regular feedback to direct reports on their performance, and development of work plans including training plans to ensure effective contributions from all staff. This includes mentoring of staff as appropriate.
- Manage resources to ensure timely and effective completion of work within the Team.
- Other duties as directed by the Manager Transport and participation in the Department's matrix resourcing strategy

SELECTION CRITERIA

Essential Education / Qualifications

- Degree in Engineering (Civil) or other relevant discipline, with substantial diversified experience in engineering and some management experience
- Class C Drivers Licence

Experience/Specific skills

- Extensive experience as a Traffic Engineer or equivalent role, preferably within local government
- Extensive experience in the use of intersection modelling packages (SIDRA etc.)
- Extensive experience in the preparation of technical briefs relating to transport modelling for “centres” and/or “area wide” analysis
- Hands on experience in the preparation of Project Briefs
- Demonstrated ability to undertake high level research on complex traffic related topics with minimal supervision
- Demonstrated ability to lead discussions with internal stakeholders and other government agencies on transport related matters, particularly as they relate to the impacts of developments
- Well-developed negotiation, presentation and interpersonal skills, including the ability to build and maintain relationships with staff, contractors and key internal and external stakeholders
- High level computer systems knowledge
- Ability to contribute effectively in a team environment within the Transport department or cross-departmentally
- Proven experience in leading, managing and/or coordinating the work of a technical team

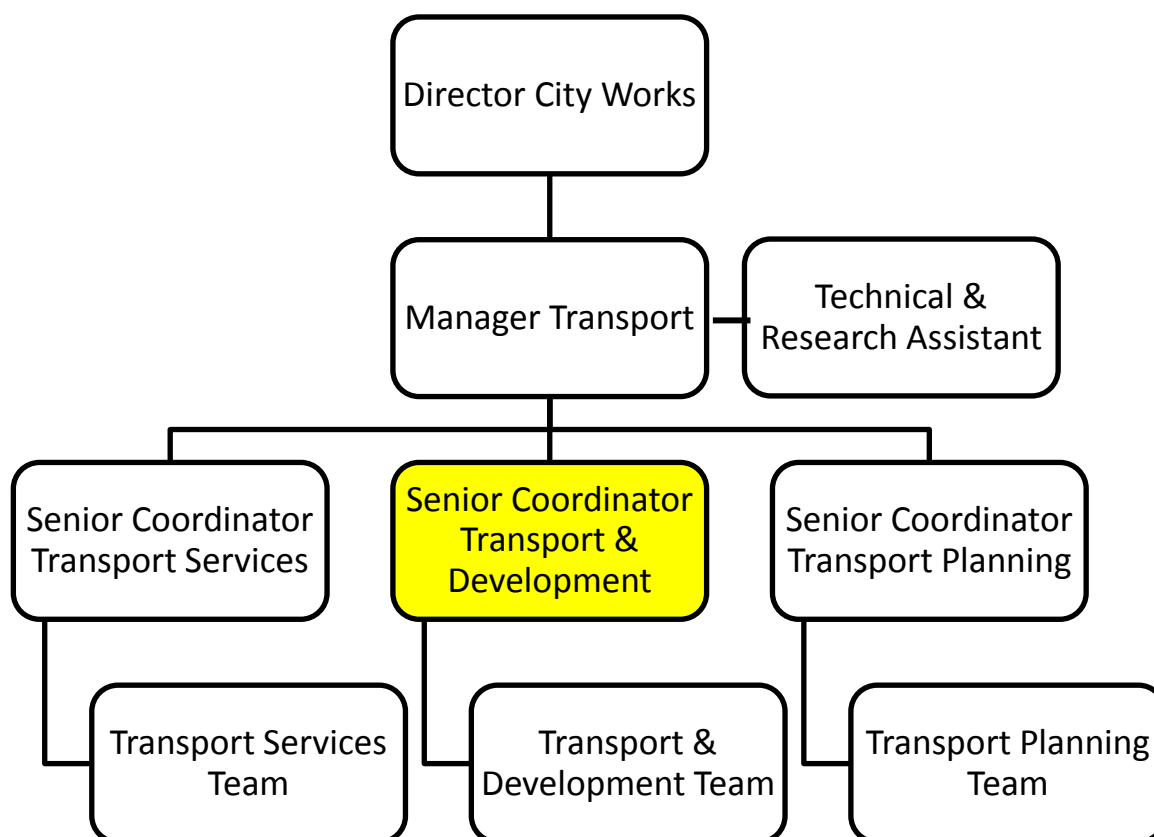
Personal Attributes

- Strong organisational skills and demonstrated ability to prioritise and manage competing tasks, meet deadlines and achieve targets
- Highly developed written communication skills with demonstrated ability to prepare and report on business plans, service level agreements, complex briefings and technical reports in relation to various transport and traffic related matters
- Demonstrated conceptual and analytical skills and judgement, including the ability to interpret and apply legislation, policy and guidelines
- Demonstrated commitment to work as part of a team
- Collaborative approach with strong relationship building skills
- Excellent attention to detail
- Able to, and a desire to mentor less experienced engineering staff members
- Enjoy representing Council at various forums, liaising with developers, other agencies and community groups on transport matters

Desirable Qualifications, Experience and/or Skills

- Post graduate qualifications in Traffic Engineering or Transport Planning
- Experience with Microsimulation and Mesoscopic Traffic Modelling
- Eligible for Membership of the Institution of Engineers Australia (MIEAust)
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- 29 Road safety development
- 131 Traffic network development and management
- 132 Traffic and Parking network advisory service
- 133 On Street Parking development and management
- 136 Assessment of LDAs for traffic, parking and public infrastructure requirements service
- 152 Footpaths & cycleways within road reserves development and management

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
2	To provide timely support and expert / technical advice to the organisation
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
10	To achieve best value for money
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
23	To build and strengthen strategic partnerships with key stakeholders
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace
27	To initiate relevant training in accordance with organisational, service and staff requirements
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
29	To keep abreast of and apply industry wide trends, better practice and innovation
31	To use, store and manage digital and hard copy information in accordance with Council's policy and procedures

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager will be provided on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	