

## POSITION DETAILS

<b>Position Title:</b>	Traffic & Development Engineer	<b>Position Grade:</b>	11
<b>Department/Directorate:</b>	Transport / City Works	<b>Position Status / Hours per Week:</b>	Full Time / 35 hours

## PRIMARY PURPOSE OF THE POSITION

The primary purpose of this position is to provide expert advice to internal (within Council) and external (residents and/or organisations) stakeholders on transport related infrastructure needs and traffic management proposals, and to act as client for the development and delivery of works and solutions primarily relating to traffic, transport and development matters. In this regard, the following scope of works form the main responsibilities of this position:

- Provide detailed assessments and documented advice for all Development Applications, Planning Proposals, Major Project Assessments that may impact traffic networks, roads and infrastructure assets
- Provide appropriate technical responses to traffic, parking and transport related issues raised at pre-lodgement, Development Application (DA), Construction Certificate (CC) and Occupation Certificate (OC) stages of development
- Write well argued, technical rebuttal on various traffic and/or development related matters
- Provide a high standard of customer service in relation to traffic enquiries
- Provide traffic engineering advice and formulate solutions for both internal and external customers
- Prepare reports for Council committee agendas in accordance with corporate standards and timeframes and contribute to the operation of the Ryde Traffic Committee and associated supplementary activities (work instructions, follow-up reports, correspondence, etc.)
- Contribute effectively to the development of consultancy briefs and project briefs, and manage consultants
- Manage the development of transport related policies, guidelines, studies and strategies
- Contribute effectively in a team environment within City Works and across various departments, such as City Planning & Environment, Assets and Infrastructure and Project Development
- When requested, prepare and submit Council's yearly grant funding applications relating to cycleways, traffic facilities and road/footpath works as directed by Council's Senior Coordinator Transport & Development or Council's Transport Manager
- Assist in preparing the 4 year Delivery Program for Transport related infrastructure and studies/strategies
- Support the department manager and section in managing Council's civil infrastructure, particularly transport related assets
- Participate in the department's matrix structure by assisting in other positions of the same grade as requested by the Manager Transport.

## SELECTION CRITERIA

### Education / Qualifications

- Degree in Engineering (Civil) or other relevant discipline
- Current (NSW or interstate) Driver's Licence

### Experience/Specific skills

- Experience in assessing traffic studies, construction traffic management plans (including traffic control plans) and other relevant documents and providing expert advice to both internal and external stakeholders.
- Excellent time management skills with demonstrated ability to respond to all internal and external stakeholders on matters relating to transport in a timely manner.
- High level of computer literacy with MS software, the ability to undertake intersection analysis utilising traffic modelling software such as SIDRA, and an understanding of the different levels of traffic models
- Excellent interpersonal skills with experience using facilitation, negotiation and influencing skills to resolve contractual, development and other transport related issues on-site
- Well-developed written communication skills with experience preparing letters and reports with a strong customer focus
- Knowledge of sustainable transport planning, relevant industry standards (e.g. Australian standards, Austroads, etc.) and Council planning controls (e.g. Development Control Plans, Public Domain manuals) pertinent to traffic, transport, parking and road safety
- Ability to undertake independent investigations with minimal supervision
- Ability to work in a cross-functional team environment
- Strong attention to detail

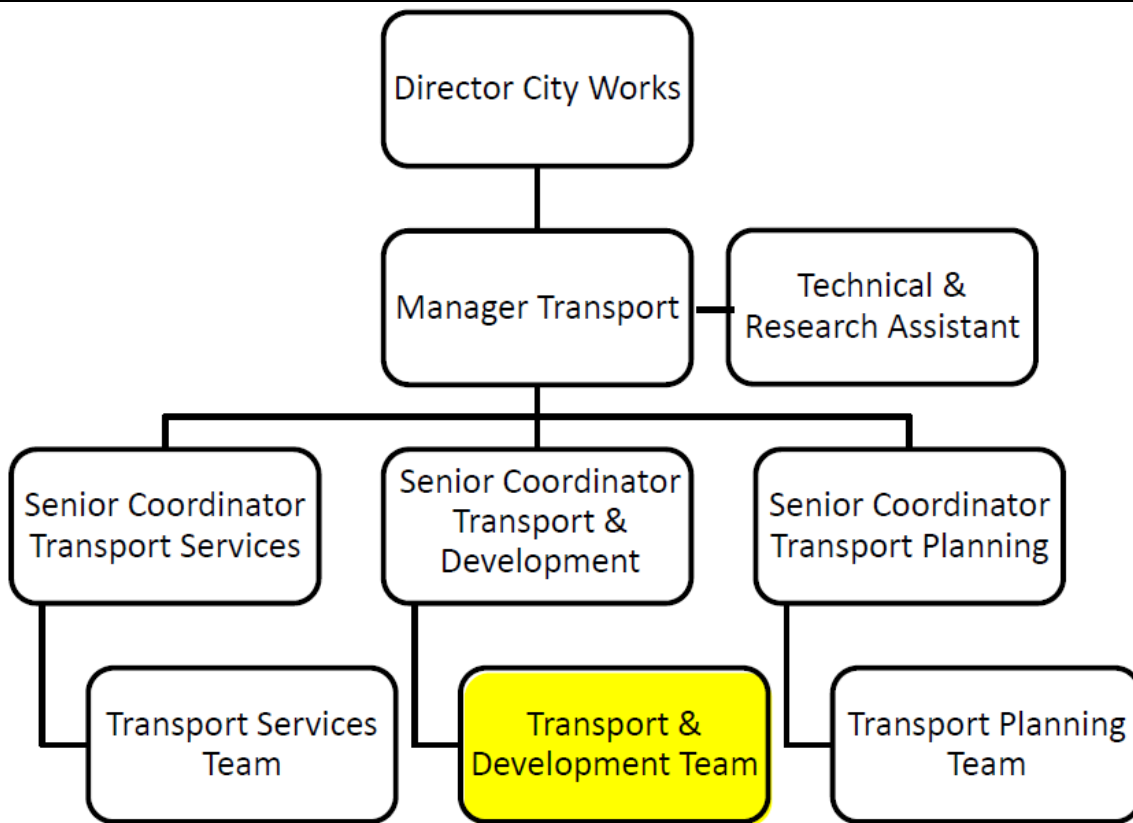
### Personal Attributes

- Comfortable in dealing with a wide range of stakeholders, often in situations where there are differing opinions and priorities
- Team player
- Energetic and enthusiastic approach
- Excellent time manager and well organised
- Client focussed

### Desirable Qualifications, Experience and/or Skills

- Post graduate qualifications in Traffic Engineering or Transport Planning
- Able to undertake high level research on complex traffic related topics with minimal supervision
- Relevant experience in preparation of specifications, contract administration and project management.
- Bi-lingual 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
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

## CORPORATE ACCOUNTABILITIES

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
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
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements
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.

## 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:	