**POSITION DESCRIPTION**



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| **POSITION TITLE:**  | Transport Strategy Implementation Lead |
| **POSITION NO:**  | 3554 |
| **CLASSIFICATION:**  | Band 7 |
| **AWARD / LWAA:** | Moreland City Council Enterprise Agreement 2018 |
| **DEPARTMENT:**  | City Futures |
| **BRANCH:** | City Change |
| **WORK UNIT:** | Transport |
| **REPORTS TO:**  | Unit Manager Transport  |
| **SUPERVISES:** | - |
| **PREPARED BY:** | Unit Manager Transport |
| **APPROVED BY:** | Director City Futures |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVES:**

Council adopted a new Moreland Integrated Transport Strategy (MITS) and Parking Strategy in March 2019 aiming to achieve a significant mode shift towards sustainable travel, and has dedicated resources to this roll out. The Transport Strategy Implementation Lead is a key role responsible for delivering key outcomes in MITS. The role has a wide sphere of influence and responsibility for providing accurate and timely advice to the organisation and in helping to deliver the MITS with the following key objectives:

* Work collaboratively across Council and with external stakeholders to project manage the delivery of MITS

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| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**
* To implement key actions in the MITS
* Provide periodic reviews of processes and results and recommend changes that may be needed to deliver the MITS.
* Leading, developing and implementing complex projects, to implement the Integrated Transport Strategy.
* Represent the Branch/Organisation at various external forums, including Planning Panels, Advisory Committees, VCAT, etc.
* Provision of timely and accurate strategic transport planning advice as it relates to the Integrated Transport Strategy and submissions to senior management, internal and external stakeholders.
* Contribution to forward planning of the work programs, including identification of need for specific projects as they relate to the Integrated Transport Strategy.
* The position will involve some work out of normal hours including consultative meetings, Councillor briefings, Council meetings, management workshops and training as required.
* Co-ordinate community engagement and stakeholder workshops.
* Develop and maintain contact with state agencies, metropolitan local governments, and with private transport providers as required to achieve and advocate for actions to implement MITS.

**Continuous Improvement**

* Implement and maintain Continuous Improvement System standards and procedures.

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

**Occupational Health & Safety**

* Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
* Demonstrate effective leadership on OHS matters

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Records Management

* Ensure that complete and accurate records relating to business activities are maintained and stored in Council’s electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.
1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Unit Manager Transport

**Supervises:** -

**Internal Liaison:** Transport
Strategic Planning

 Environmental and Sustainable Development

 Development Advice
Engineering Services
Research
Assets
Open Space
Amenity and Compliance

**External Liaison:** Department of Transport

VicRoads
Transport for Victoria

 Public Transport Victoria
General community

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**
* Accountable for successful implementation of MITS, accurately, on time, within budget and in accordance with relevant legislation and Council processes and systems (eg. procurement and MP2 project management).
* Accountable for prudent management of project budgets, including presentation to Council and the executive group, allocation of resources and ongoing monitoring and reporting.
* Accountable for effective liaison/communication with internal and external stakeholders involved in the development and implementation of the planning scheme amendment to implement the MITS.
* Accountable for the timely, appropriate and efficient provision of advice and reporting to Council on the MITS and/or amendments.
* Represent Council, as directed, in relation to relevant project work undertaken by this position in internal and external forums.
* Preparation and signing of advice, correspondence and other documents, seeking direction when approval/direction is sought from more senior positions
1. **JUDGEMENT AND DECISION MAKING:**
* To operate with a level of autonomy, receiving limited direction in general day-to-day work, seeking direction from Unit Manager Transport as appropriate on matters requiring Manager, Director, CEO or Council approval/direction.
* Ability to accurately judge issues to be escalated to supervisor.
* Ability to apply discretion in decision making to ensure effective delivery of outputs.
* Investigate and make assessments of strategic planning (strategy and amendments) policy and program issues so as to make recommendations and decisions from available options. Issues will, at times, be abstract and complex and require conceptual creative thinking and clear written and verbal communication.
* Exercise day-to-day problem solving.
1. **SPECIALIST KNOWLEDGE AND SKILLS:**
* Demonstrated experience in implementing complex urban planning projects, including preparation of consultant briefs to deliver projects
* Demonstrated experience in leading, drafting and implementing complex planning scheme amendments, including strategy/policy-based amendments.
* Professional experience in the clear and structured presentation of information and concepts to a range of audiences from government officers, councillors, technical people and the general community.
* Demonstrated commitment to excellence in customer service.
* Strong project management skills (i.e. to take a project from conception, through to completion) in accordance with specified guidelines. A high level of computer literacy, knowledge of project management software is desirable.
* Demonstrated understanding and experience in using common data sources relevant to transport planning (eg VISTA, VicRoads data sources, ABS)
* Demonstrated understanding of key emerging trends in Australian transport planning
* Knowledge and expertise in relation to transport planning for all networks and, in particular, bicycle, public transport and pedestrian network planning.
* Experience/knowledge of transportation demand management, particularly the role of parking in reducing commute trips.
1. **MANAGEMENT SKILLS:**
* Ability to coordinate cross organisational and multi organisational teams (with multidisciplinary skills and expertise) formally and informally to achieve project delivery outcomes.
* Demonstrated project management skills including project scoping, development and implementation, team planning and resource management ensuring delivery of outcomes within budget and agreed timeframes.
* Demonstrated contract management skills
* Ability to prioritise tasks and work to deadlines.
* Ability to work independently as well as in a team.
1. **INTERPERSONAL SKILLS:**
* Excellent communication (written and verbal) and interpersonal skills with the ability to liaise with a variety of internal and external contacts, including the capacity to deal with and resolve conflict.
* High-level negotiation skills, with the ability to encourage co-operation from groups and stakeholders.
* Demonstrated ability to develop and maintain significant strategic relationships.
* Ability to work effectively and contribute to a team environment.
* Ability to communicate and negotiate with Senior levels of management, including the Chief Executive Officer and Councillors,
* Ability to liase with key State Government stakeholders.
1. **QUALIFICATIONS AND EXPERIENCE:**
* Tertiary qualifications in Civil engineering, transport, urban planning or related disciplines are essential.
* Demonstrated experience in working at a senior level in urban planning, particularly with experience in strategy/policy development and complex planning scheme amendments.
* Qualifications and/or demonstrated experience in Project Management is essential.
* Experience in transport or related issues and practice in local government and other levels of government is desirable
1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
| Manual handling weights -above 10kgs -below 10kgs | ( )( ) | ( )( X ) | ( X )( ) | ( )( ) |
| Manual handling frequency | ( ) | ( ) | ( X ) | ( ) |
| Repetitive manual work | ( ) | ( ) | ( X ) | ( ) |
| Repetitive bending/twisting | ( ) | ( ) | ( X ) | ( ) |
| Working with arms above head | ( ) | ( ) | ( X ) | ( ) |
| Lifting above shoulder height | ( ) | ( ) | ( X ) | ( ) |
| Using hand tools – vibration/powered | ( ) | ( ) | ( X ) | ( ) |
| Operating precision machinery | ( ) | ( ) | ( X ) | ( ) |
| Close inspection work | ( ) | ( ) | ( X ) | ( ) |
| Wearing hearing protection | ( ) | ( ) | ( ) | ( X ) |
| Wearing eye protection | ( ) | ( ) | ( ) | ( X ) |
| Working in dusty conditions | ( ) | ( ) | ( ) | ( X ) |
| Working in wet/slippery conditions | ( ) | ( ) | ( X ) | ( ) |
| Wearing Gumboots | ( ) | ( ) | ( ) | ( X ) |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( X ) | ( ) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | ( X ) |
| Washing hands with soap (hygiene) | ( ) | ( ) | ( X ) | ( ) |
| Working at heights | ( ) | ( ) | ( ) | ( X ) |
| Working in confined spaces | ( ) | ( ) | ( ) | ( X ) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | ( X ) |
| Performing clerical duties | ( ) | ( ) | ( X ) | ( ) |
| Working on a keyboard | ( ) | ( X ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | ( ) | ( X ) | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) |  ( ) |

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Other special features (e.g. nature of chemicals, travelling requirements, etc):

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1. **KEY SELECTION CRITERIA**
* Degree or diploma with several years’ relevant experience or lesser formal qualifications with extensive experience in public policy, transportation planning, urban planning or related field. Transportation planning experience is preferred, with experience/knowledge of transportation demand management, particularly the role of parking in reducing commute trips.
* Demonstrated skills and experience working at a senior level in the development and implementation of land use and development policy, focussing on successful delivery/implementation of land use and development policy and strategy
* Highly developed project management and organisation skills with the proven ability to set priorities, plan project tasks, achieve project objectives within specified timeframes.
* Outstanding written and oral communication skills and the ability to present to, negotiate and influence effectively with a diverse range of internal and external stakeholders.
* Demonstrated understanding of the role each of the three tiers of government play in transport provision
* Demonstrated experience in working with multi-disciplinary teams including internal and external stakeholders, in a consultative manner to reach agreed outcomes and targets.
* Ability to prepare project briefs for consultancy work and project manage the consultancy as required within the approved budgets and timelines.