

Active Transport Officer

Position Description



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|--------------------------|---|
| Position numbers: | 1444, 1445 |
| Classification: | Band 6 |
| EA: | Moreland City Council Enterprise Agreement 2021 |
| Department: | City Infrastructure |
| Branch: | Transport |
| Unit: | Transport |
| Reports to: | Team Leader Sustainable Transport |
| Supervises: | N/A |
| Approved by: | Manager Transport |

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:

Customers & Community First, Respect, Personal Accountability, Integrity, One Team

With the community at the heart, this is our promise:

Helpful, engaged, accountable, respectful and timely

Position objectives

- Plan for Council's walking and bike riding transport modes to improve connectivity, improving safety, and increasing participation in active travel.
- Work with the broader transport team and other areas of council including the open space, urban design, behaviour change, disability access and roads teams to incorporate improvements to active travel infrastructure on projects across the organisation

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- Work with key stakeholder and community groups advocating for active travel improvements to coordinate efforts
- Develop and implement programs to encourage greater use of walking and bike riding as a mode of travel and to improve the accessibility of the road network for pedestrians and non-private vehicle users.
- Undertake relevant project management activities which contribute to the achievement of an integrated transport system.

Key responsibility areas

Active Transport Planning and Programs

- Facilitate the planning and implementation of infrastructure to support and/or enhance integrated use of the road system by bike riders and pedestrians.
- Facilitate development of improved walking and bike riding facilities and routes through implementation of current plans, mechanisms, negotiation, and design advice.
- Oversee and where appropriate, manage defined projects relating to the implementation of pedestrian and bicycle planning objectives.

Research and Monitoring

- Research and analysis of relevant transport development trends and developments affecting the municipality.
- Analyse and monitor relevant crash statistics for pedestrian and bike accidents and use the research to inform recommendations for Council's capital works program, or advocacy positions as relevant.
- Research and keep abreast of new walking and bike riding initiatives including e-bikes and e-scooters for application in Merri-bek.
- Ensure the provision of timely advice and policy proposals, which respond to emerging trends and issues.

Integrated Transport Programs and Project Management

- Facilitating development of improved walking and bike riding facilities and routes through implementation of current plans, mechanisms, negotiation, and design advice.
- Facilitate the planning and implementation of infrastructure to support and/or enhance integrated use of the road system by cyclists, pedestrians, and public transport.
- Work with behaviour change officers at Council to develop and promote information and education programs to support use of walking and bike riding infrastructure.

Community Consultation and Advice

- Manage effective and efficient consultation and communication strategies to promote active transport programs and facilities related to improved pedestrian and bicycle amenity.

Resources and Budgeting

- Monitor opportunities for external funding of relevant projects and make funding applications.
- Assist in annual and forward programs for budgeting and funding applications.
- Supervise, monitor, and assess contracts and/or consultant projects relating to the objectives of the position.

Employee competencies and accountabilities

1. Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

2. Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating, and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with More Safe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- 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.

3. Other duties:

- Required to undertake other duties as directed.

Organisational relationships

| | |
|------------------------|--|
| Internal Relationships | Transport, Sustainable Communities, Open Space, Roads, Disability Planner, |
| External Relationships | Merri-bek BUG, Bicycle Network, Walk on Moreland, Victoria Walks, STAC, Department Transport and Planning, VicHealth |

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 6 employee as outlined in the Moreland City Council Enterprise Agreement (Schedule A - Classification Definitions - 6. Employee Band 6).

1. Accountability and Extent of Authority:

- Freedom to act is prescribed by a more senior position and is governed by clear objectives and/or budgets. The effect of decisions and actions taken may be significant, but an avenue of appeal or review by a more senior employee is usually available.
- Assist with the efficient and effective development of Council's transport implementation, planning and development plans, policies, and strategies.
- Ensure effective liaison/communication with other sections of Council involved in the development and implementation of transport plans.
- Assist with the implementation and synthesis of policy, regulation and facilitation of transport services and infrastructure.
- Accountable for the delivery of timely, appropriate, and effective advice to Council and the community on relevant transport planning issues and projects.
- Accountable for ensuring a high standard of community service and community understanding and satisfaction with relevant transport plans, projects, and promotion of a common vision for the future of the municipality.

2. Judgement and Decision Making:

- The nature of work is specialised with methods, procedures and processes developed from theory and/or precedent and may involve improving and/or developing these methods and techniques based on previous experience.

- Judgement and decision-making are required to resolve problems through the application of known techniques to new situations.
- Investigation and assessment of transport policy and program issues so as to recommend actions and decisions from available options.
- Exercise sound judgement in day-to-day problem solving and budgeting skills in respect of the allocation of resources and time management. Make operational and day-to-day decisions under supervision about application of programs and policies.
- Awareness and sensitivity to Council's reputation whilst working with the community.
- Guidance and advice are usually available.

3. Specialist Knowledge and Skills:

- Highly developed knowledge and expertise in relation to transport planning.
- Traffic and transport knowledge including current standards and practices.
- Demonstrated understanding of the principles and practice of integrated transport planning in the context of wider environmental, social, and economic development issues.
- Demonstrated Project Management skills in project development and implementation, to ensure delivery of outcomes within budget and agreed time frames.
- Knowledge and preferably expertise in facility design, transport planning and bicycle programs.
- Familiarity with relevant budgeting techniques.
- Ability to research and evaluate innovative practices and recommend best option.
- An understanding of the long-term goals of the functional unit, and of the relevant policies of both the unit and the wider organisation.
- High level of proficiency with IT applications and packages including Microsoft Office.

4. Management skills:

- Ability to liaise with and/or coordinate formal and informal teams with multi-disciplinary skills and expertise to achieve the objectives of the position and wider corporate objectives.
- Ability to manage time, set priorities, plan, and organise one's own work (and where appropriate that of others) to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Demonstrated ability to participate in cross organisation and multi-organisational projects.
- Willingness and ability to work independently and work in a team.

5. Interpersonal Skills:

- High level written and verbal communication skills.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- Demonstrated ability to provide clear and structured presentation of information and concepts (either written or via oral communication) including ability to prepare reports and correspondence.
- Demonstrated commitment to excellence in customer service.

6. Qualifications and Experience:

- A tertiary qualification in civil engineering, urban design, architecture, landscape architecture or a related field with relevant experience or lesser qualifications with substantial experience and skills.
- Relevant experience in Project Management.
- Demonstrated experience in pedestrian and bicycle planning and the development of integrated strategies for a balance of transport modes and transport choices.
- At least three years' experience in supporting community-based pedestrian and/or bike or environmental initiatives preferably with some involvement in Local Government.
- Experience in transport or related issues and practice in local government and other levels of government is desirable.
- Experience with computer aided design and drafting with GIS and AutoCAD (desirable).
- Exposure to developing and delivering projects.

7. 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.

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

8. Key Selection Criteria

- A tertiary qualification in civil engineering, urban design, architecture, landscape architecture or a related field with relevant experience or lesser qualifications with substantial experience and skills.
- Knowledge of State and Federal Government transport policy and Local Government administrative procedures including an understanding of relevant guidelines, standards, regulations, and Acts relating to traffic and transport.
- Well-developed oral and written communication skills with the ability to present to and gain co-operation with a diverse range of internal and external stakeholders.
- At least three years' experience in supporting community-based pedestrian and/or bike or environmental initiatives preferably with some involvement in Local Government.
- Demonstrated project management skills in project development and implementation, to ensure delivery of outcomes within budget and agreed time frames. High-level decision-making ability is required to analyse information and data in order to formalise solutions to problems.
- Proven ability to successfully undertake extensive consultation tasks; manage and deliver projects; and work in a team environment.