



Position Description

Transport Project Officer

Division	Transport and Assets
Business Unit	Transport and Civil Infrastructure
Grade	NB H
Job Code	JC00593

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division

Transport and Assets

The Transport and Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises these business units - Transport and Civil Infrastructure, Property, Buildings and Beach Services, Asset Strategy and Planning and Capital Works.

Business Unit Transport and Civil Infrastructure

The Transport & Civil Infrastructure Business Unit provides a range of maintenance and delivery relating to road assets, traffic management and street lighting; and infrastructure related to parking system assets. It provides timely and accurate advice and users better practice methods and procedures while developing new and innovative solutions to problems in a cost effective and environmentally sustainable manner. The Transport & Civil Infrastructure Business Unit delivers the following services.

- Maintenance & Construction of Civil Infrastructure
- Traffic and Transport Planning
- Asset Management & Planning
- Community, Transport, Parking, Fleet and Stores
- Business Operations

Primary Purpose of the Position

Focusing on active travel related issues, this role will lead the planning, development, engagement, and implementation of strategic transport projects. This role will provide technical advice and strategic direction to inform and influence decision making related to transport and travel projects within the Northern Beaches LGA with reference to Council and State level guidelines and policies.

Key Accountabilities

- Drive delivery of strategic transport infrastructure, initiatives and resources to achieve increase uptake of active travel and transport mode shift within the Northern Beaches.
- Apply effective project management principles including procurement, managing contracts, oversee contractor performance and ensure key deliverables and timeframes are met.
- Build and maintain strong working relationships with stakeholders both internally and with other relevant agencies.
- Engage with the community on projects in a thoughtful, accessible, and transparent way to ensure community members feel well informed and that they have been heard.
- Undertake ongoing research and personal development to maintain a current working knowledge of industry best practice, technical requirements, and guidelines relevant to the delivery of strategic transport projects and policy.
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.
- Responsible for the project level budget management in line with the financial delegation.

Key Challenges

- Prioritising competing demands including balancing project delivery with policy development and customer requests.
- Managing the expectations of other stakeholders outside the unit seeking timely input to requests.

- Delivering accurate and consistent work within tight timeframes in a fast-paced work environment.

Key Internal Relationships

Who	Why
Strategic Transport Coordinator	• Provide advice, support and updates on key projects, issues and priorities. • Identify emerging issues and risks including potential implications and solutions. • Receive guidance
Internal Stakeholders e.g. communication teams, assets teams and strategic planning teams	• Manage the flow of information, seek clarification and provide advice and responses • Develop and maintain effective working relationships and open channels of communication

Key External Relationships

Who	Why
Regulatory Authorities, State Agencies, and local Transport Providers	• Manage the flow of information, seek clarification, and provide advice and responses. • Develop and maintain effective working relationships and open channels of communication.
Community Groups / community members	• Facilitate the provision of information through written and verbal responses and enquiries. • Provide transparent and accessible community engagement materials so that community members understand what is proposed. • Engage with community members

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Strategic Transport Coordinator

Direct Reports

- N/A

Budget

- Responsible for budget management at the project level for Strategic Transport team

Essential Criteria

- Practical experience in active transport functions, project management, and policy development or transferrable field
- Understanding of technical guidelines related to implementing active travel infrastructure.
- Current NSW Driver's Licence

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Intermediate	Act with Integrity
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Intermediate	
	Demonstrate Accountability	Intermediate	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Foundational	Deliver Results
	Think and Solve Problems	Intermediate	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Intermediate	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Act with Integrity	Intermediate	Maintains confidentiality of customer and organisational information Is open, honest and consistent in words and behaviour Takes steps to clarify ethical issues and seeks advice when unsure what to do Helps others to understand their obligations to follow the code of conduct, legislation and policies Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships		
Community and Customer Focus	Intermediate	Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results		
Deliver Results	Foundational	Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard
Resources		
Assets and Tools	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets