

# POSITION DESCRIPTION



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|----------------------------------|------------------------------------------------------|
| <b>POSITION TITLE:</b>           | Road Safety Officer                                  |
| <b>AWARD / CLASSIFICATION:</b>   | Local Government (State) Award 2026 / Band 3 Level 1 |
| <b>DEPARTMENT / DIRECTORATE:</b> | Transport / Assets and Infrastructure                |
| <b>PRIMARY LOCATION:</b>         | Moama                                                |

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## POSITION OBJECTIVES

Transport for NSW is committed to working in partnership with local government, the community and stakeholders to deliver practical road safety initiatives that support the objectives of the Road Safety Action Plan 2026 (RSAP).

The (RSAP) is underpinned by the Safe System approach to improving road safety. This approach takes a holistic view of the road transport system and the interactions among the key components of that system the road user, the roads and roadsides, the vehicle and travel speeds. It recognises that all components of the system have a role to play in helping to keep road users safe.

The Local Government Road Safety Program (LGRSP) delivers behavioural-focused road safety initiatives and aims to assist NSW councils to reduce the likelihood of death and injury from road trauma in their local community. Local councils are well placed to plan, implement, and deliver locally relevant road safety strategies.

This role focuses on behavioural road safety education and engagement but can help influence other areas of council (such as the implementation and construction of infrastructure) to help improve the safety outcomes of road users. Within councils, RSOs work across engineering, community services, planning, communications, and customer service areas and provide links to community stakeholders, community groups, local health, Police officers and local businesses, all of whom contribute to road safety over the long term.

## KEY RESPONSIBILITIES

**At MRC, responsibility focuses on defined roles and processes that must be in place to achieve accountability.**

- Plan, develop and implement evidence-based behavioural road safety projects for the local community as agreed with TfNSW and as per the LGRSP Guidelines.
- Facilitation of the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider community ownership and participation in road safety issues.
- Implementation of Council's Local Road Safety Action Plan.
- Application of, and program alignment with, the Local Government Road Safety Program Guidelines to design, promote, implement or deliver, monitor and evaluate behavioural road safety community programs in line with program objectives.

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- Contribution to state-wide and regional road safety.
- Consultation with the local community (i.e. council colleagues, service providers, local stakeholders, businesses, groups and individuals) to develop and deliver behavioural road safety projects using the Safe Systems approach to road safety.
- Consultation and collaboration with local and state government agencies and peak representative bodies, in order to develop a platform for delivering behavioural road safety messages and outcomes.
- Meeting reporting, monitoring, evaluation and budget management requirements according to the Program Funding Agreement between the program partners, Council (the employer) and Transport for NSW (funder).
- Contributes and participates in annual performance reviews and discussions.
- Ability to participate in performance discussions and willing to give and receive constructive feedback.
- Work in conjunction with other business units and priorities to support efficient and appropriate service delivery.
- Support Council's heavy vehicle governance functions, including liaison with the National Heavy Vehicle Regulator (NHVR), assessment of heavy vehicle access permit applications and coordination of internal advice to ensure decisions are consistent with Council's road network, asset management, safety and legislative obligations.

This position is employed by Murray River Council and is responsible for coordinating and delivering road safety initiatives across the Murray River Council and Edward River Council local government areas. The role works collaboratively with staff and stakeholders from both councils to support regional road safety outcomes.

The incumbent can expect to be allocated duties not specifically mentioned in the documents, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2026.

### ORGANISATIONAL RELATIONSHIPS

|                    |                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------|
| Reports to:        | Manager Works                                                                                                   |
| Direct Reports:    | Nil                                                                                                             |
| Internal Liaisons: | Executive Leadership Team<br>Senior Leadership Team<br>Murray River Council Staff<br>Edward River Council Staff |
| External Liaisons: | Transport for NSW (TfNSW)<br>External Stakeholders and Committees<br>Customers<br>Contractors                   |

### KEY ACCOUNTABILITIES

Accountabilities align to the key services council must provide both internally and externally.

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At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities.

**S – Strategic Accountability Holder.** Strategy, Concept, Direction

**B – Business Manager Accountability Holder.** Development, Planning and Business Management

**P – Projects Accountability Holder.** Projects, Implementation with Fixed Start/End Date

**O – Operationalising Accountability Holder.** Doing, Delivery, Finalisation, Ongoing.

| SBPO | Accountability                                             | SBPO | Accountability                                           | SBPO | Accountability                                                                      |
|------|------------------------------------------------------------|------|----------------------------------------------------------|------|-------------------------------------------------------------------------------------|
| B    | Delivery of Council's Local Government Road Safety Program | B    | Compliance with TfNSW funding and reporting requirements | B    | Achievement of Road Safety Action Plan objectives and community engagement targets. |

### JUDGEMENT AND DECISION MAKING

- Applies professional judgement to analyse road safety data, community needs, and program objectives to identify priorities and develop evidence-based behavioural road safety initiatives.
- Independently monitors program performance, evaluates outcomes, and makes recommendations regarding resource allocation, program improvements, and compliance with Council and TfNSW funding requirements.

### SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of the Safe System approach, Local Government Road Safety Program Guidelines and Transport for NSW road safety priorities, and the ability to apply these in the planning, delivery and evaluation of local road safety initiatives.
- Ability to analyse road safety data, research and community insights to identify risks, establish priorities and develop evidence-based behavioural education and engagement programs.
- Well-developed project management and reporting skills, including the ability to prepare project plans, funding submissions, budgets, reports and evaluation materials, and to monitor outcomes and meet funding and compliance requirements.
- Knowledge of heavy vehicle road safety issues, the operation of the National Heavy Vehicle Regulator (NHVR), and the interaction between freight movements, road user behaviour and local road networks.

### MANAGEMENT SKILLS

- Demonstrated ability to plan, coordinate and deliver road safety programs and projects, ensuring activities are aligned with Council priorities, Local Government Road Safety Program requirements, agreed objectives, budgets and timeframes.
- Effective stakeholder management and coordination skills, with the ability to organise and facilitate meetings, consultations, partnerships and collaborative activities involving Council staff, Transport for NSW, community groups, Police, schools and other stakeholders.
- Strong organisational and self-management skills, with the ability to manage competing priorities, monitor project progress, meet reporting and compliance requirements, and exercise sound judgement in resolving or escalating issues.

### INTERPERSONAL SKILLS

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- Ability to build and maintain positive and productive working relationships with internal and external stakeholders to support collaborative road safety outcomes.
- Strong verbal and written communication skills, with the ability to effectively present information, deliver road safety messages and adapt communication styles to engage diverse audiences.
- Well-developed consultation, negotiation and influencing skills, with the ability to foster stakeholder participation, encourage shared ownership of road safety initiatives and achieve positive community outcomes.

### **WORK HEALTH AND SAFETY**

- Demonstrated commitment to workplace health and safety, including compliance with Council policies, procedures, safe work practices and legislative requirements relevant to the role.
- Ability to identify, assess and report hazards and risks associated with road safety programs, community engagement activities, events and site visits, and implement appropriate risk mitigation strategies.
- Ability to promote and maintain a safe working environment by taking reasonable care for personal health and safety and that of colleagues, volunteers, contractors, stakeholders and members of the public participating in Council activities.
- Ensure their actions do not adversely affect the Health and Safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers and others in regard to safety.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Mandatory**

- Relevant Tertiary qualification and / or demonstrated experience in Community Engagement, Behaviour Change Programs, Civil or Traffic Engineering, Transport Planning, Traffic Management, Engineering or related discipline.
- Demonstrated experience in project coordination, stakeholder engagement and partnership development, including working collaboratively with government agencies, community organisations and other stakeholders to achieve program objectives.
- Current Drivers Licence.
- National Police Check.
- Australian Citizenship or residency.

#### **Desirable**

- Demonstrated proficiency in Microsoft Office applications and experience using corporate business systems, such as financial (TechOne), records and document management, mapping or customer relationship management systems.

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- Experience or knowledge relating to heavy vehicle road safety, freight operations, NHVR processes and Safe System principles, including an understanding of how heavy vehicle movements can influence road safety outcomes within local communities.

### **KEY SELECTION CRITERIA**

1. Relevant tertiary qualifications and/or demonstrated experience in road safety, transport planning, traffic management, community engagement, behaviour change programs or a related field.
2. Demonstrated strong analytical skills.
3. Demonstrated ability to consult and network with key agencies, community groups, local businesses and other stakeholders to identify local road safety needs.
4. Highly developed written and oral communication skills including report writing, negotiation skills and the ability to relate to people across a range of backgrounds.
5. Ability to provide informed representation of Council with a broad range of agencies, stakeholders, and the community.
6. Ability to effectively work individually and in a team environment with minimal supervision and the ability to work flexible hours as required.
7. Ability to use computer applications including word processing and spreadsheets.
8. Current Drivers Licence.

### **Council vision and values**

Murray River Council's vision is to enable a healthy, liveable, and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have five core values that drive us and our behaviours.

**Murray River Council values and behaviours**

| RESPECT                                                                                                                                                                                                   | ACCOUNTABILITY                                                                                                                                                                               | INTEGRITY                                                                                                                                         | SUSTAINABILITY                                                                                                                                                                                                             | EXCELLENCE                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Building trust to foster positive relationships that create an inclusive and supportive workplace and community.</p>  | <p>Taking responsibility for decisions and actions and being transparent about processes and outcomes.</p>  | <p>Acting honestly and ethically in all council activities.</p>  | <p>We promote sustainability by committing to practices that support the long-term health of the environment, economy and society.</p>  | <p>We demonstrate excellence by committing to high standards in the delivery of all our services.</p>  |

**Organisational Expectations**

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

|                         |                                                                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vision, Mission, Values | <ul style="list-style-type: none"> <li>Abide by and actively live Council's Vision, Mission, and Values.</li> </ul>                                                                                                    |
| Dignity & Respect       | <ul style="list-style-type: none"> <li>Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.</li> </ul> |
| Work, Health & Safety   | <ul style="list-style-type: none"> <li>Adhere to relevant Work, Health &amp; Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.</li> </ul>                     |
| Risk Management         | <ul style="list-style-type: none"> <li>Read, understand, and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.</li> </ul>                          |
| Records Management      | <ul style="list-style-type: none"> <li>Employees are responsible for capturing full and accurate records that adequately document business activities and support any</li> </ul>                                       |

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|                                  | decisions made at Murray River Council in the Corporate Record Management system.                                                                                                                                                                                                                                                                                |
| Customer Service & Communication | <ul style="list-style-type: none"><li>• Ensure a high level of customer service through effective and efficient use of equipment.</li><li>• Liaise with internal and external service providers and always represent Council in a positive and professional manner.</li><li>• Commitment to meeting the needs of the customers (internal or external).</li></ul> |
| Code of Conduct & EEO            | <ul style="list-style-type: none"><li>• Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive, and free from discrimination and harassment.</li></ul>                                                                  |
| Teamwork                         | <ul style="list-style-type: none"><li>• Treat all colleagues professionally and respectfully at all times.</li><li>• Support other Department activities as required by Murray River Council's Delivery Plan.</li></ul>                                                                                                                                          |
| Report writing                   | <ul style="list-style-type: none"><li>• Contribute to, complete, or update Monthly Operational Reporting (MOR) as required.</li><li>• Contribute to additional reporting as required.</li></ul>                                                                                                                                                                  |

### Employee Declaration

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the responsibilities and accountabilities outlined in the position description may vary from time to time.

### INCUMBENT:

.....  
*Signature & Date*

.....  
*Print Name*