POSITION DESCRIPTION

Transport and Traffic Planner

POSITION TITLE	Transport and Traffic Planner	POSITION CODE	WKS265
DIRECTORATE	Shire Futures	SECTION	Infrastructure Engineering
REPORTS TO	Infrastructure Coordinator	GRADE	J
DATE PD APPROVED	August 2023	LOCATION	Picton
DATE PD REVIEWED	October 2026	DIRECT REPORTS	Nil

COUNCIL OVERVIEW

Working at Wollondilly Shire Council, you will help to achieve our organisational vision, *Making Wollondilly even better, together.* All of our staff live and role model our Corporate Values of Accountability, Agility, Service Excellence, Integrity and Collaboration.

PRIMARY PURPOSE OF THE POSITION

The purpose of this role is to lead and contribute to strategic transport planning across Wollondilly Shire, ensuring Council's transport network responds effectively to population growth, changing travel needs and future development. The position will develop and implement transport strategies, investigate network challenges and opportunities, identify and prioritise infrastructure improvements, and provide specialist advice on major developments and government infrastructure proposals.

A key focus is working collaboratively with internal teams, government agencies, developers and other stakeholders to translate strategic transport priorities into coordinated, achievable infrastructure outcomes.

KEY ACCOUNTABILITIES

- Lead and contribute to the development, review and implementation of Council's and developer led transport strategies, policies and plans, including strategic transport modelling, active transport and future network planning.
- Investigate and assess existing and future transport network needs, particularly those arising from population growth, major development and changing land use.
- Develop and maintain a prioritised program of transport infrastructure initiatives, including preliminary investigations, options assessment, project scoping and identification of funding opportunities, to inform Council's forward Capital Works Program and infrastructure investment decisions.
- Provide specialist strategic transport planning advice on major developments, infrastructure proposals, planning agreements and government strategies to support coordinated and sustainable transport outcomes.
- Build and maintain effective relationships with government agencies, developers, consultants and internal stakeholders, representing and advocating Council's strategic transport priorities.
- Prepare and manage consultancy briefs, technical investigations, strategic reports and grant submissions, ensuring work is delivered within agreed budgets, timeframes and governance requirements.
- Provide clear, timely and professional advice to Council, management, Councillors and the community on strategic transport matters, including preparation of reports and responses to complex enquiries.
- Assess the transport related aspects of rezonings including large scale greenfield development
- Assess the transport related aspects of development applications

- Additional duties as required within the limits of the employee's skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES

1. To keep up to date in best practice options for all traffic management and transport related issues.
2. To be resilient and agile to adapt to regular planning legislative framework and to be strategically minded.
3. Be committed to towards planning, promoting and securing great community-based outcomes for the Shire.
4. Working with and influencing other stakeholders and State Government Departments.

KEY RELATIONSHIPS

INTERNAL INFLUENCE?	WHY?
Employees, Managers, Directors	influencing transport outcomes, coordinating infrastructure planning and advocating Council's priorities.
EXTERNAL INFLUENCE?	**WHY?**
Transport for NSW, Department of Planning, Housing and Infrastructure, neighboring councils, developers, consultants, public transport providers and community stakeholders	influencing transport outcomes, coordinating infrastructure planning and advocating Council's priorities.

AUTONOMY AND DECISION MAKING

The role requires the employee to provide specialist professional services and advice in a largely autonomous fashion. Strong independent judgement and abstract thought is required. Decisions are made within the scope of Council's policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council's Code of Conduct, policies, protocols and procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

CAPABILITIES FOR THE POSITION

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'. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

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Below is the fill 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**
 Personal attributes	**Manage Self**	**Adept**
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	**Plan and Prioritise**	**Adept**
	Think and Solve Problems	**Adept**
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

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.

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Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Results Plan and Prioritise	Adept	• Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

SELECTION CRITERIA
INHERENT REQUIREMENTS

Essential Experience

- Demonstrated experience developing and implementing strategic transport plans, policies and infrastructure programs.
- Demonstrated ability to investigate complex transport issues, develop practical solutions and progress projects from initial investigation through to agreed outcomes.

- Demonstrated ability to engage, negotiate and influence stakeholders to achieve coordinated infrastructure outcomes.
- Demonstrated skill in using the software tools for the role, including programs such as QGIS, Aimsun, Sidra etc.
- Demonstrated ability to work individually and collaboratively in a team.
- Ability to provide high level customer service to internal and external customers in often unusual or complex situations.

Essential Qualifications, licences and tickets

- Tertiary qualifications in transport, civil engineering, planning or related field, with a minimum of 5 years relevant work experience.
- Class C Drivers licence.

ACCEPTANCE OF POSITION

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 this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: Date:

WHS PHYSICAL TASK REQUIREMENTS

Transport and Traffic Planner

PHYSICAL TASK REQUIREMENTS

Physical Demands – General

- Data Entry – tasks involve the use of hands and arms to enter data on a computer with the use of a keyboard and/or mouse.
- Writing – tasks require written correspondence to be done.
- Verbal communication – tasks involve constant verbal communication with others face to face and via telephone.
- Driving – tasks involve operating a manual or automatic vehicle or item of plant
- Sitting – tasks involve the prolonged periods in a seated position.
- Standing – tasks involve prolonged periods of standing
- Walking – tasks involve walking on uneven, slippery or sloping surfaces
- Colour Perception – tasks require you to be able to differentiate between colours.

Physical Demands – Manual Handling

- Bending/Twisting – tasks involve forward or backward bending or twisting at the waist.
- Reaching – tasks involve reaching with arms raised above shoulder height or forward reaching with arms extended
- Kneeling/Squatting – tasks involve the need to bend down in order to work at lower levels
- Light lifting/carrying – tasks involve raising, lowering, pushing, pulling, striking or moving objects away from or towards the body or the use of tools, equipment or the moving of materials:
    - Light 0-9kg

Working Environment

- Working indoors – tasks involve exposure to air conditioning and non-air conditioned work spaces.
- Working Outdoors – tasks involve exposure to sunlight, wind, rain, and varying temperatures

Psychological Demands

- Information ordering – tasks involve arranging things in a certain order.
- Language skills – tasks involve the ability to read, analyse & interpret reports, correspondence, forms, technical drawings, legislation and policies.
- Making Decisions – tasks involve making decisions and operating under short time frames and/or deadlines.
- Mathematical Deduction – tasks involve the ability to calculate figures and amounts and to apply mathematical concepts to practical solutions
- Dealing with the public – tasks involve regular contact with the public using tact and diplomacy.

WORK HEALTH AND SAFETY

Employees – must cooperate with the employer to ensure the provision of a safe and healthy place of work.

Responsibilities

- To comply with all reasonable direction given to them by their immediate Supervisor.
- To follow and comply with the direction contained in documented WHS procedures, Safe Work Method Statements or Risk Assessments.
- To perform their duties in a safe manner, and to take reasonable care for the safety of others at work.
- Ensure that all incidents and near misses are reported to their immediate Supervisor.

- To use and maintain all safety equipment and personnel protective equipment (PPE) where directed by the Supervisor or signage.
- To be proactive in the identification of potential hazards that may be present in the workplace.

Accountability

- Employees will be held accountable for failing to comply with the Work Health and Safety responsibilities listed above.

Authorities

- Employees will have the authority to control any Work Health and Safety issue pertaining to their work activities at their place of work and/or to cease work when there is a genuine concern of risk to their own safety or that of others in the workplace.
- Where the ability to control a Work Health and Safety issue beyond, or progresses beyond an employee's authority, the issue is to be escalated to the next appropriate level of management.

ACCEPTANCE OF WHS REQUIREMENTS

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

Signature: Date: