

Principal Active Transport Planner

Position Description

Directorate	Infrastructure Planning	Department	Integrated Transport Planning and Design
Reports To	Coordinator - Green Infrastructure and Active Transport	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay EBA6 Certified Agreement 2025 Wage Level	Schedule 1, Level 7

Position Purpose

Lead active transport planning, program development, project prioritisation and advocacy for the City of Moreton Bay (CMB) by applying your considerable industry experience and knowledge to ensure projects meet the needs of the community and deliver an integrated and connected network that encourages uptake and improves safety of walking and cycling.

Key Responsibilities and Outcomes

As a Principal Active Transport Planner and member of the Integrated Transport Planning and Design Department you will:

- Program development and management, including managing current budget year projects and developing future year programs ensuring they are informed and supported by updating and applying program management plans and prioritisation criteria;
- Leading active and micromobility transport planning studies, by identifying and assessing project need and scope, plus drafting and finalising project briefs for their inclusion and delivery via Council's capital works and operational programs
- Prepare and author comprehensive and qualified reports that will make recommendations for investment into the region's future active and micromobility needs, including internal planning reports (e.g. needs assessment and options analysis), memorandums, technical notes and council reports, briefings and presentations as required
- Develop, improve and manage external stakeholder liaison, including relationships with community, consultancies, contractors, other public agencies and authorities for the successful delivery of Council projects;

- Develop, improve and manage internal awareness, knowledge and understanding of your role and active transport, including proactive engagement with staff and Councillors and identifying and arranging opportunities for workshops and collaboration
- Working closely with and coordinate with planning project teams with diverse skillsets; such as engineering, transport data analytics, design and strategic planning; to ensure that planning reflects strategic direction and can accurately inform future stages within the project delivery lifecycle.
- Employing a range of verbal, visual and written communication techniques to demonstrate the contents, recommendations and benefits of planning studies; including in community consultation.
- Developing and managing grant submissions and reporting for externally funded active transport planning projects.
- Ongoing contribution to a positive team environment in order to achieve a high performance, continuous improvement and learning, and customer focused culture

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated knowledge and professional experience in active transport planning including identifying, understanding and prioritising a project need, developing and finalising a project scope and objectives, and project management.
- Strong relationship management skills with the ability to work in a positive team environment communicating and engaging with stakeholders at all levels.
- Demonstrated experience in preparing and presenting complex, qualified and referenced technical reports and proposals.
- Excellent time management skills to achieve proficiency and effectiveness in managing projects, conflicting priorities and meeting deadlines; including the ability to work under limited supervision and to self-motivate to deliver projects before agreed deadlines.
- Demonstrated knowledge of contemporary best practice, integrated transport planning and design principles, standards and legislation

Qualifications

- Degree in a relevant field such as Urban and Regional Planning, Civil Engineering, or Traffic and Transport
- Current “C” Class Driver’s Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.