Position Description

POSITION	Transport and Parking Project Officer
REPORTS TO	Traffic & Transport Engineer
DIRECTORATE	Infrastructure Services
BRANCH	Works
CLASSIFICATION	Grade 10/9
STAFF	Nil
CONTACTS	**Internal** General Management and staff at all levels
	External Customers Consultants Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To assist the Traffic & Transport Engineer and Infrastructure Planning Coordinator with the management and administration, review, and research to plan, design and implement Byron Shire Council's Parking and Transport schemes across the shire.

To support objectives of the Traffic and Parking Systems Officer role as required.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



We lead with enthusiasm and purpose



We are open, honest and respectful



We foster wellbeing and creativity



We achieve our goals and succeed together

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Develop traffic, transport (including active transport) and car parking strategies and plans that aim to ensure the safe and efficient movement of people and goods throughout the Shire.
- Manage and implement pay and unpaid parking schemes throughout the shire.
- Provide a high level of service and management in relation to exisitng, new and renewal of contracts for pay parking systems, meters and cash collection.
- Develop projects for strategic development of vehicle and active transport corridors and car parking demand.
- completion of pay parking studies including ability to take and respond to internal and external enquiries as they arise and, by working with the project team, ensure continuous and consistent assistance is provided to all stakeholders when needed and that project goals and deadlines are met.
- Provide exceptional customer service to complete new and existing customer requests and correspondence or Council resolutions in relation to pay parking and parking schemes, traffic management and active transport.
- Liaise and consult with government departments, authorities, and individuals, both internal and external to the organisation, whose activities have significance for the Directorate.
- Ensure resources are used responsibly, safely, and efficiently.
- Investigate alternative parking management systems to ensure Council is up to date with current parking management trends and is receiving value for money services from its current contracts.
- Undertake research/investigation including into legislation, regulation, policy, and technical guidelines for preparation of briefs, reports, and correspondence.
- Identify and undertake system improvement and modifications as required.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project budgets and annual budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Tertiary Qualification in Business Administration, Traffic and Transport Planning, Engineering or equivalent experience relevant to the role.
- Class C Drivers licence.
- General construction induction card (white card) preferred but not essential.

Experience

- Successful experience in a similar role or within a similar/related organisation.
- Experience in traffic, road safety, transport and carpark planning and the provision and maintenance of public infrastructure.
- Experience with pay parking schemes.
- Experience in project planning, budgeting, cost management and forecasting.

Knowledge

- Sound knowledge of local government operations is preferred.
- Knowledge of the Roads Act 1993, Local Government Act 1993 and Regulations.
- Knowledge of project, contract and consultancy management principles and practices.

Civil Liabilities

The position attracts coverage of the Civil Liability Allowance as an operational engineering professional within the Award at Band 3 Professional/Specialist or above. The Civil Liability Allowance will be applied to the role when the incumbent is signing off on Council's assets. The Civil Liability Allowance involves:

- Recommending and/or determining intervention levels based on the exercise of engineering principles; and/or
- Supervision, management and/or oversight of the asset inspection regime; and/or
- Devising/creating and/or implementing asset management operational plans; and/or
- Planning, designing and/or creating assets using asset management principles, based on engineering principles.

Payment of the allowance requires that the incumbent holds professional / tertiary engineering qualifications and is also subject to:

- The incumbent not in receipt of a market premium in excess of 3.5% of the positions salary grade within Council's salary system or
- The position is not double graded or graded above the determined grade in excess of 3.5% within Council's salary system to attract suitable applicants, considered a market component.

In the event of any of the above occurring Council shall absorb payment of the allowance due to a market premium.

Competencies

Demonstrated ability to:

- Produce quality work within agreed timeframes in an environment of community consultation and collective decision making.
- Undertake detailed analysis of multi-faceted complex problems and make recommendations on planning and management options and technical solutions.
- Apply competent budget, financial and time management skills.

- Manage multiple tasks and projects to deliver required outcomes within time constraints.
- Assist in resolving conflict and negotiating effective work outcomes.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently whilst contributing positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology / software systems.

Selection Criteria

Essential Criteria

- Tertiary Qualification in Business Administration, Traffic and Transport Planning, Engineering and/or equivalent experience relevant to the role.
- Demonstrated knowledge of parking and transport planning, guidelines, standards and techniques.
- Knowledge of Work Health and Safety requirements, environmental legislation and the Roads Act, Local Government Act, Regulations and procedures.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Well-developed written and verbal communication and conflict resolution skills.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook and PowerPoint).
- Current Drivers Licence.
- Workcover General Induction for Construction Work in NSW.

Preferred Criteria

- Experience in pay parking schemes.
- Demonstrated ability in the use and application of computer software for traffic engineering and transport planning.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Traffic & Transport Engineer

SIGNATURE: _____

People and Culture use:

National Criminal History Check ☐ *Working with Children Clearance* ☐

Functional Health Assessment ☐ *Immunisations* ☐