

TEAM LEADER TRANSPORT ENGINEERING

Position Number:

Banding/Remuneration:

Band 8

Division/Branch:

City Development/Engineering

Reports To:

Coordinator Transport Engineering

Date Approved:

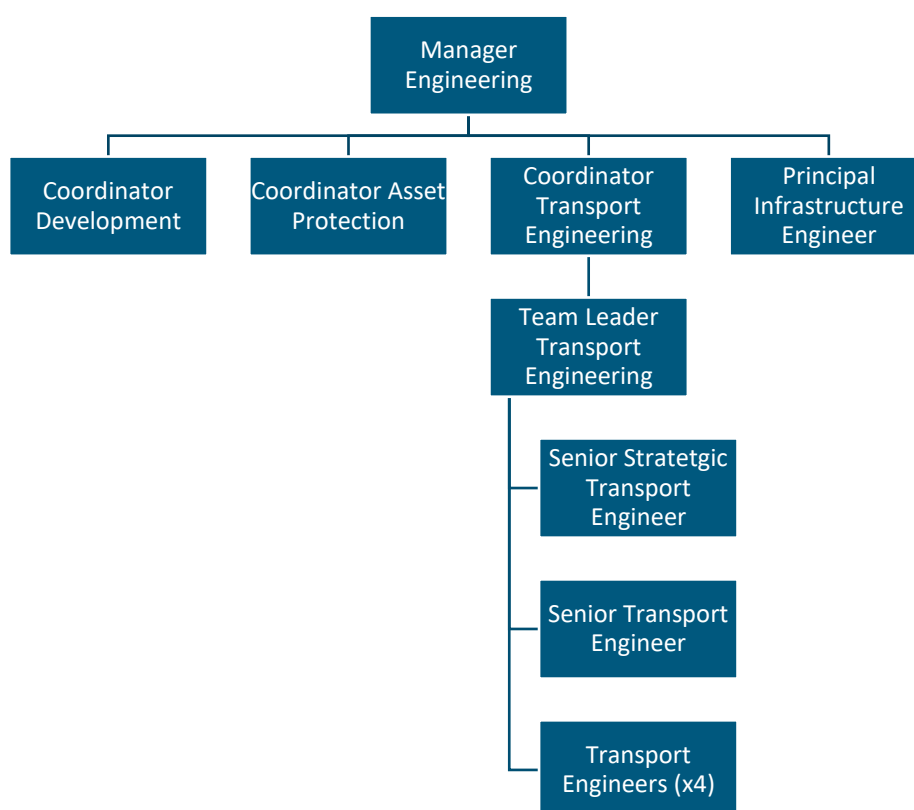
July 2025

Position Objectives:

Lead the team, providing leadership and direction to staff, and ensuring they are fully supported in fulfilling their roles to efficiently deliver Council's transport engineering services, including traffic management, parking management and road safety. This role oversees a high volume of operational tasks to meet our customer service delivery requirements.

Key objectives include driving continuous improvements within the Transport Engineering ensuring exceptional customer service and the achievement of department goals and objectives. The role will contribute to the review and implementation of engineering policies, processes and standards.

Team Structure:



Key Responsibility Areas:

Leadership and support

- Leading, mentoring and inspiring the team to ensure Council's transport engineering functions are provided to meet council policies and community needs through the development of appropriate planning strategies, setting priorities, implementation, and evaluation of results
- Developing Team's capability to proactively program and effectively respond to all traffic issues including development assessment
- Supporting the timely delivery of transport engineering infrastructure programs by assisting in overseeing planning, project scoping, consultation and design investigation processes
- Determining a framework for traffic and transport related problem solving and representing Council or senior management in the resolution process
- Challenge team and department norms and capabilities to consider alternative approaches and methods to ensure dynamic and responsive service delivery that exceeds customer expectations
- To review and analyse data to assist in the leadership and management of the asset protection workload.
- To manage the decision making process in accordance with the relevant legislation and Council's policies and procedures
- Assist in the development and implementation of appropriate strategies, to review processes, monitor outcomes and ensure a positive image of the team across the organisation and the community, including involvement in process improvement initiatives

Execute delegated authority

- To ensure that decisions are made within statutory timeframes and in accordance with clearly defined KPIs
- To ensure that decisions are arrived at in accordance with established Council policies and procedures
- Administering delegations in accordance with the powers conferred in the instrument of delegations

Information and accuracy

- Ensure accuracy and integrity of the database and information are up to date and maintained
- Coordinate input from cross Council and external stakeholders to facilitate service authority and building activities on public land
- Continually review and streamline systems, practices and processes to ensure:
 - Effective and efficient of permits within agreed timeframes
 - Sound decision-making
- Provide advice on procedures and process improvements in the Engineering Department

Accountability and Extent of Authority:

- Assists the Coordinator Transport Engineering in the day-to-day activities
- Authority conferred by relevant Acts in accordance with delegation from Council
- Provision of specialist advice within established legislation, procedures, processes, and guidelines
- Provision of accurate and timely advice to team members, the public and Council
- Authority to spend within approved budgets within delegations
- Undertake duties with limited supervision and management
- Working independently to achieve agreed objectives
- Accountable for delivering agreed annual performance objectives
- Identify and contribute to the adoption of continuous and/or business improvements

Judgement and Decision Making:

- Ability to exercise personal judgement and decision making to improve customer service delivery and processes
- Ability to discuss and resolve problems, including inconsistencies or difficulties in applying policies and procedures to unusual situations
- Ability to set own work priorities and those of others within your team to ensure that tasks are completed within required timeframe and to required standard despite conflicting pressures
- Ability to apply sound judgement and ensure consistent decision making
- High degree of problem solving skills
- Undertake duties with limited guidance and assistance and within tight timeframes

Specialist Knowledge and Skills:

- Possess strong knowledge of relevant Acts, Council's Local Law and Regulations, and Road Management Plan
- Have advanced knowledge in customer reporting applications and Microsoft Office suite applications
- Sound knowledge of Council policies, guidelines and procedures
- Knowledge and familiarity of principles and practices of budgeting and financial procedures Well-developed conceptual and analytical skills, including the ability to identify the need for change to policies, procedures and processes and to develop and recommend changes in response

Management Skills:

- To ensure the team is engaged, participates in development opportunities, and work collaboratively across the broader team and organisation
- Work with staff to develop performance programs and define goals and targets
- Ability to address sensitive and performance development matters and work well with staff on improvement opportunities
- Strong ability to manage time, setting priorities and planning
- Strong ability to develop work plans and to implement within agreed timelines
- Develop and monitor key performance indicators for services
- Ability to monitor annual operating budgets, resources and contribute to future budget planning, including new business cases

Interpersonal Skills:

- Strong conflict resolution and negotiating skills
- Strong capacity for decision making and the ability to articulate clear reasons
- High level of verbal and written communication skills
- Ability to liaise with clients and members of the public to discuss and resolve specialist problems
- Ability to gain cooperation and assistance from staff, community members and external stakeholders
- Ability to motivate and develop employees



Qualifications and Experience:

- Degree in Civil Engineering with several years relevant experience with extensive experience within the context of an urban and diverse community
- The position holder is required to be a registered Civil Engineer under the Professional Engineers Registration 2019
- Experience in working with legislative Acts and Regulations, and an understanding of the traffic engineering principles
- Experience in leading and managing a team

Key Selection Criteria:

- Relevant qualifications or experience
- Strong knowledge and understanding of relevant legislation
- Strong analytical and problem-solving skills with the ability to make informed decisions based on data and evidence
- Excellent communication and interpersonal skills with the ability to engage and collaborate with diverse stakeholders
- A proactive and results driven approach, with the ability to prioritise tasks and meet deadlines in a fast paced environment
- Experience in identifying and implementing process improvements with a focus on enhancing customer service and service delivery capabilities