

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Transport Engineer	Level	7
Business Unit	Engineering Services	Position Number	01305
Directorate	Infrastructure Services	Date Established	May 2015
Reporting to	Principal Transport Engineer/Planner	Date Updated	March 2025

2. KEY OBJECTIVES

- Oversee and progress the delivery of approved transport initiatives including those identified in the City's Integrated Transport and Five-Year Infrastructure Capital Works Program.
- Undertake activities and provide advice associated with the development and implementation of Traffic Management Schemes and the production of concept drawings.
- Undertake grant funding applications for road and transport network upgrades.
- Provide traffic and transport advice in relation to land developments and undertake engineering assessments for development and subdivision approvals.
- Undertake project management and contract management for transport strategies, initiatives or other related bodies of work.

3. KEY ACCOUNTABILITIES

- Transport initiatives, strategies and projects are developed in accordance with State and Federal Government and the City's transport and planning objectives.
- Timely and accurate delivery of assigned work and projects within allocated budget in accordance with legislation and City protocols and guidelines.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Work including provision of advice is undertaken to a high standard in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Financial and contract management activities are undertaken in accordance with City procedures and processes.
- Community consultation is compliant with the City's Community Consultation and Engagement policy, procedures and timeframes.
- Prompt and accurate capture of corporate information and documentation in accordance with the City's records keeping system and associated policies, protocols and practices.
- Customer Service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Transport Planning and Projects

- Oversee and progress the delivery of approved transport initiatives.
- Work with other business units to develop joint transport initiatives and projects.
- Coordinate meetings and planning sessions on transport initiatives with City employees and external stakeholders.
- Provide technical advice or guidance on transport planning, road safety and parking related matters to internal and external stakeholders.
- Develop, review priorities and make recommendations for inclusion of transport related projects into the Five-Year Infrastructure Capital Works Program.
- Assist with maintaining the City's transport models and transport data in alignment with other adjoining local governments, Main Roads WA and state planning framework.
- Develop and conduct community consultation for transport related initiatives or in response to community feedback or petitions.
- Establish and maintain cooperative and collaborative relationships with internal and external stakeholders.
- Research and prepare reports and correspondence on relevant transport related matters.
- Assist with undertaking projects relating to traffic and transport.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Transport Assessments for Proposed Development

- Review traffic impacts of subdivision and development applications related to transport planning and traffic engineering requirements.
- Provide advice to internal and external stakeholders on transport, traffic matters and land development.
- Assist with representing the City's interests with developers relating to transport and traffic proposals, providing advice to achieve positive outcomes.

Outcome: Contract and Project Management

- Develop project plans, undertake project management tasks and deliver projects in accordance with agreed scope, timeframes and budgets.
- Arrange quotations for works to be undertaken by consultants and contractors including the preparation of requests for quotations and tender documentation.
- Assess quotations against requirements and make appropriate recommendations.
- Administer the requisitioning and receipting of services in accordance with quotations.
- Monitor progress of works, provide assessment of completed works and ensure delivery of projects.
- Monitor actual spending against budget for assigned work to ensure budget requirements are met.
- Prepare specifications, contract documents and cost analysis.

Outcome: Administration

- Assist with correspondence to ratepayers, external stakeholders and government departments regarding traffic and/or transport management and assist with development assessment advice.
- Compile and maintain office records and traffic and transport engineering data for reporting purposes.
- Assist in the development of grant submissions.
- Review and identify improvements to workplace processes and procedures.
- Identify and assist in administering formal property transactions and land acquisitions as required for transport projects to be delivered in future years.
- Assist in the annual budget process.

- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Customer Service and Stakeholder Liaison

- Provide a customer focused service to internal and external customers.
- Respond to incoming correspondence and liaise on behalf of the City with external bodies.

Outcome: Work Health and Safety

- Work in a safe manner that will not endanger the safety and health of yourself or others.
- Ensure that safe working conditions and practices are in place at all times.
- Report unsafe practices or hazards to supervisors or WHS representatives immediately.
- Consult and cooperate with management on matters relating to WHS.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Highly developed skills:

- Develop and implement transport and traffic initiatives and solutions.
- Interpersonal (including problem solving, negotiation, conflict resolution, influencing, community engagement/consultation, report writing and written/verbal communication).
- Organisational and time management skills, with ability to prioritise multiple tasks.
- Computer literacy with Microsoft Office and CAD software.
- Interpret and apply statistical data using traffic analysis software.
- Work in a team environment.

Knowledge:

- Civil Engineering Design theory relating to traffic and transport engineering practices.
- State and Federal Government policies and strategies in relation to regulatory requirements, transportation, traffic management and road safety principles.
- State planning processes in relation to land development transport planning.
- Parking management principles and strategies.
- Australian Standards and Austroads guidelines.
- Processes and legislation relevant to subdivisions, structure plans, planning applications and local planning scheme amendments.
- Municipal, civil engineering and construction techniques associated with traffic related projects.
- Traffic analysis and traffic modelling software.
- Contract and project management principles and practices.
- Basic knowledge of processes and legislation relevant to subdivisions, structure plans, planning applications and local planning scheme amendments.

Experience:

- Working in a similar transport / traffic role and environment.
- Development and implementation of transport and traffic solutions.
- Traffic engineering and transport planning fields including road safety auditing.
- Overseeing and coordinating traffic related contractors and consultants.
- Preparing and managing projects and contracts.
- Preparation of design briefs and tender specifications.

Qualifications / Clearances:

- Tertiary qualification in Transport Planning, Urban Planning or Civil Engineering or similar qualification with relevant experience.
- Diploma in Project Management or relevant experience.
- Diploma in Contract Management or relevant experience.
- Current WA 'C' Class Driver's Licence.
- Construction Safety Induction (White Card).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available on complex or unusual matters.
- Manages a significant function; provides support to a range of activities.
- Responsible for decision making in work area and the provision of expert advice.
- Undertake a range of duties within work area, including problem definition, planning and the exercise of judgment.
- Decision making requiring analytical approach, development, creativity and adaptation where methods, procedures and processes are often not well defined.
- Responsible for the control and coordination of projects including cost effectiveness and timeliness.
- Establish work priorities and monitor workflow in areas of responsibility.

7. WORKING RELATIONSHIPS**Level of Supervision:**

- Works under limited direction.

Internal:

- Infrastructure Services.
- Planning Services.
- Financial Services.
- Community Safety.

External:

- Local, state and federal government agencies.
- Residents and general public.
- External contractors, home builders, land developers and other groups/associations.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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