

# POSITION DESCRIPTION



## TRAFFIC/TRANSPORT PLANNER

### The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

### We have a plan to achieve our vision:

#### ECONOMY

*We are a thriving economy and a business-friendly City*

#### COMMUNITY

*We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike*

#### ENVIRONMENT & HERITAGE

*We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated*

#### PLACEMAKING

*We are a unique and distinctive collection of active places, created and cared for through strong partnerships*

#### LEADERSHIP

*We are an innovative, collaborative and high performing leader within local government*

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values:

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"><li>The 'why'</li><li>Deliver public good</li><li>Improve the quality of people's lives</li><li>Community focussed</li><li>Deliver Council's City Plan</li></ul>	<ul style="list-style-type: none"><li>The 'what'</li><li>Innovate</li><li>Continuously improve</li><li>Problem solve</li><li>Adapt &amp; change</li><li>Engage the community</li><li>Shape the future</li></ul>	<ul style="list-style-type: none"><li>The 'how'</li><li>Trust, honesty, integrity</li><li>Care and support each other</li><li>Work as a team</li><li>We celebrate success</li><li>We are accountable</li><li>Open communication</li></ul>

# POSITION DESCRIPTION



The position is:

<b>Position Title</b>	<b>Traffic/Transport Planner</b>		
<b>Department &amp; Section</b>	<b>City Assets – Design, Construction and Transport</b>		
<b>Team</b>	<b>Transport</b>		
<b>Reporting to</b>	<b>Team Leader Transport</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA 7</b>		
<b>Position Number</b>	2070	<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

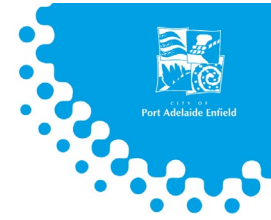
## How does this position contribute to our community?

- Provides specialist advice and a high level of support to the Manager, Design, Construction and Transport, and the Team Leader Transport in the planning and implementation of transport related projects to foster a prosperous, connected and growing community.

## What does the position do?

- Provide expert advice in relation to transport related project, strategies and policies for light and heavy vehicles, pedestrians and cyclists.
- Provide specialist advice in the formulation and implementation of policies, procedures and engineering principles pertaining to all facets of operations within the Transport Team.
- Provide technical support for Land Division and Development Applications in relation to transport planning and traffic engineering, providing advice on all matters pertaining to transport access and parking, ensuring there is no adverse effect on the transport network.
- Manage the day-to-day implementation of the Integrated Transport Strategy as a significant work area of the Transport Team, coordinating support from other team members as required.
- Work independently to resolve complex technical traffic and transport matters.
- Operate with a high degree of autonomy and collaboration with multiple key internal and external stakeholders.
- Prepare or assist in the preparation of project guidelines, briefs and requests for tender in accordance with Council requirements and best practice.
- Lead investigations of hazardous transport related locations and develop solutions to eliminate or reduce the hazard, including budget submissions and Council reporting.
- Manage the review and implementation of the Walking and Cycling Plan including liaison with Port BUG.
- Prepare design briefs for staff and consultants, as required.
- Contribute when required to deliver transport related projects undertaken by consultants.
- Support the team as required and make recommendations for outdoor dining, footpath encroachments and parking controls.
- Manage the use of Council roads by restricted access vehicles.
- Liaise with residents, property owners and developers regarding transport issues.
- Liaise with DIT, other Government Departments and Developers on transport aspects of major projects and significant land divisions
- Provide advice to Managers, and Team Leaders within City Assets and other Departments regarding transport matters.
- Support the team and provide technical guidance in the review of applications for over dimensional vehicles to use Council roads.

# POSITION DESCRIPTION



- Mentor and assist lower-level staff with training in transport engineering related matters.
- Other reasonable duties as required are undertaken

## What outcomes does the position deliver?

- Provide specialist advice on all matters pertaining to transport planning to ensure there is no adverse effect on the transport network.
- Deliver the recommendations of the Integrated Transport Strategy and Walking & Cycling Plans (and other strategic documents).
- Assist in the delivery of the traffic and transport capital works program.

## The behaviours we expect the position to contribute to our workplace are:

- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- High level interpersonal and influencing skills
- Responsible financial management
- Politically aware

## Qualifications for the position

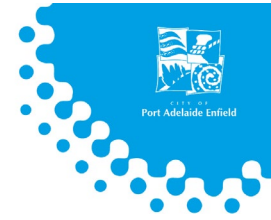
- A minimum of 5 years' experience in traffic management and/or transport planning is essential.
- A current driver's license is essential.
- Relevant tertiary qualifications in traffic and/or transport is desirable.
- Degree in Civil Engineering (or equivalent) is desirable.

## Experience

- Extensive experience in traffic management and/or transport planning
- Experience in the review and writing of Council policies and procedures
- Experience in the review of Development Applications and Land Divisions in relation to traffic and transport related issues
- Experience in the design and provision of infrastructure to encourage walking and cycling
- Extensive experience in report writing for submission to Boards or Councils
- Extensive experience in managing traffic related projects, studies and LATM's
- Proficient understanding and application of MS Office software e.g., Excel, Word, Project
- Experience using all relevant traffic related computer modelling software

## Knowledge

- Comprehensive knowledge of sound engineering principles, practice techniques and skills as these apply to transport planning.
- Understanding in detail the potential impacts of proposed Land Divisions and Development Applications on the transport network.
- Knowledge of appropriate and accepted traffic control devices, and their application, limitations and benefits.
- Knowledge of the Local Government Act, Road Traffic Act, Australian Road Rules, and other relevant Acts which make statutory demands on



# POSITION DESCRIPTION

- Council with matters of engineering infrastructure.
- Sound knowledge of the Code of Technical Requirements for the Installation of Traffic Control Devices in South Australia.
- Knowledge and detailed understanding of geometric road design principles and their application.
- Understanding of relevant Australian Standards, Policies and Procedures for Traffic Engineering/Transport Planning
- Asset Management principles and practice
- Understanding of the roles, services and functions provided by Council

## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Our Safety and Return to Work Commitments

### All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_