

PART 1 – POSITION DETAILS

Position Title	Strategic Transport Coordinator
Position Number	NB0491
Division	Transport & Assets
Unit	Transport & Civil Infrastructure
Grade	NBC Grade K
Reports to	Manager, Transport Network
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	July 2019

NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION – Transport & Assets

The Transport & Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure, Parks and Recreation, Recreation Business, Property and Capital Projects

PART 2 – BUSINESS UNIT OVERVIEW

Transport & Civil Infrastructure

Transport and Civil Infrastructure is responsible for the provision, management and maintenance of urban infrastructure and the delivery of transport, traffic and urban infrastructure services. Transport and Civil Infrastructure has both internal and external clients and provides service across a range of functional areas including:

- Traffic and Transport Network Management
- Transport and Civil Infrastructure Asset Management
- Parking Management
- Construction and Maintenance of Civil Infrastructure
- Engineering and Delivery of Capital Works
- Plant, Fleet and Stores Management
- Business Operations

Transport and Civil Infrastructure is committed to providing quality services and striving to improve methods and procedures and develop new and innovative solutions to deliver services in a safe, cost effective and environmentally sustainable manner.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

Reporting to the Manager - Transport Network, the Strategic Transport Coordinator is responsible for the management of the future projects database and coordination across the team of the planning of the Transport Network future works program including:

- Lead the development and delivery of related plans detailed in Move – Northern Beaches Transport Strategy
- Project management and coordination of projects relating to the development of strategic documents required to implement the Move – Northern Beaches Transport Strategy
- Strong community engagement skillset and ability to engage with the Northern Beaches community to deliver projects across the Transport Network portfolio
- Lead a high achieving team of Transport Project Officers and Road Safety Officers to deliver projects across the Transport Network
- Coordinate and maintain high level stakeholder networks across the organisation, with partners and within the community
- Provide support to the Manager, Transport Network in setting the strategic direction for the Transport Network team
- Ensure that the RMS Active Transport Program is managed annually
- Demonstrated knowledge of integrated transport projects
- High level understanding of RMS technical requirements and guidelines for implementing projects across the transport network
- Prepare council memos, reports and other documentation when required
- Ability to build a positive workplace culture
- The development and ongoing maintenance of all Northern Beaches Transport and Traffic models and data sets
- The development and review of transport policy and providing assistance in the planning and implementation of transport policy including regional transport project.
- Pro-active engagement with the community and meeting the requirements of Council's Customer Experience Strategy

Key Responsibilities

- Deliver Council's vision for Transport provision and infrastructure on the Northern Beaches by developing the strategic plans and delivering the outcomes of the MOVE Transport Strategy
- Lead and manage a team of Transport Project Officers and Road Safety Officers to deliver effective and efficient Transport projects
- Provide guidance to members within the Team in the development of transport policy frameworks
- Initiate, monitor and implement action plans including programming and budgets to deliver objectives
- Monitor and report on projects and programs to ensure progress is on time, on budget and meeting project objectives
- Liaise with other Local Government areas and State Government agencies and promote leadership in transport policy for the Northern Beaches area.
- Custodian of all transport data sets and models
- Select, brief and manage consultants in the preparation of transport studies
- Advise on the transport aspects of major development applications and the work of consultant teams
- Ensure the team has a thorough understanding of Council's objectives, plans and strategy on transport matters and that these are effectively communicated to the community and Council employees
- Lead Transport provision planning projects and assist the Manager - Transport Network to achieve the organisational goals in Transport Provision

- Coordinate the collection and analysis of data across the road network (inclusive of footpath/shared path network) to inform project and program development
- Ongoing management of the Traffic and Transport models for the Transport Network Team
- Provide the reporting function for the Transport Network pertaining to traffic flow modelling and any future works programs
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- Provide the reporting function for the Transport Network pertaining to traffic flow modelling and any future works programs
- Establish and maintain close working relationships with appropriate external organisations such as Roads and Maritime Services (RMS), State Transit Authority (STA), Transport for New South Wales (TfNSW) and other service providers

People Leadership

- Role model the Northern Beaches Council's values and behaviours
- Lead and motivate team members and provide clear goals and vision for the team to align with the Executive Manager's objectives
- Take ownership for the recruitment and on boarding of new team members
- Engage in regular feedback to all team members
- Empower the team to take action and make decisions
- Share relevant operational and strategic information from the Executive Manager and above
- Encourage and support the professional development of the team
- Provide expert knowledge and advice on the resolution of major issues
- Communicate regularly with the team both formally and informally
- Be aware of the well-being of the team

Operational

- Coordinate the team to achieve the annual budget and ensure the team reports regularly to the Manager and Executive Manager on progress
- Ensure compliance with Council processes and procedures
- Coordinate the reporting on key metrics relevant to the team
- Build and maintain productive relationships with internal and external stakeholders
- Evaluate and monitor the performance of the team to ensure accurate and efficient service is provided to both internal and external customers
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and support compliance with Work Health and Safety policies and procedures
- Participate in WHS in meetings, reviews and within team activities

Business Performance

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross-organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change

- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

*** Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Relevant tertiary qualifications and/or extensive experience in transport planning and management, including but not limited to policy development and implementation
- Demonstrated relevant experience in the field of Transport Planning
- Demonstrated high level transport planning and policy development
- High level understanding of how integrated transport systems work
- Highly developed project management and budgeting skills to be able to deliver positive outcomes and operate effectively
- High level interpretative skills, research and analytical skills
- Proven experience and use of knowledge to evaluate the complex and often competing criteria associated with policy development and make informed decisions based on the evaluation

Capabilities and Knowledge

- Demonstrated knowledge of relevant State Government Legislation, Australian Road Rules, and Transport for NSW policies and guidelines with respect to Transport Planning
- The ability to deliver superior community outcomes across a broad range of infrastructure categories and in challenging community situations.
- Demonstrated ability to use initiative and judgment to formulate innovative solutions to complex and sometimes unusual problems
- A thorough knowledge of transport systems and their interaction with community health and prosperity and urban character
- A thorough knowledge of data collection and trip generation estimates and their use in forecasting transport trends
- A thorough knowledge of road capacity, traffic operation and control (including coordinated traffic signals and intelligent transport systems)
- A thorough knowledge of car parking demand and supply (both on and off street)
- A thorough knowledge of relevant Australian Standards and legislation affecting the regulation of transport and disability access
- Proven and substantial knowledge of project management techniques and methodologies
- Demonstrated and thorough knowledge of budget and Corporate planning processes and financial procedures
- Excellent written and oral communication skills, including ability to communicate with a range of stakeholders.
- A thorough knowledge of relevant Australian Standards and legislation affecting the regulation of transport and disability access
- Demonstrated Customer experience management skills
- Demonstrated ability to manage projects and to achieve quality outcomes within agreed timeframes and budgets and with minimal supervision

- Demonstrated analytical, conceptual and problem solving skills with a high degree of initiative and flexibility
- Demonstrated prioritisation skills and the ability to manage multiple projects with competing deadlines concurrently and the ability to interpret and apply relevant guidelines and legislation and function effectively in a statutory/regulative environment
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principle
- Be adaptable to change, innovative and highly motivated
- Current C Class Drivers Licence

Desirable

- Knowledge and understanding of local government
- Comprehensive understanding of the Roads Act, Road Transport Act, Local Government Act, and the Environmental Planning and Assessment Act