

## POSITION DESCRIPTION

POSITION TITLE	Coordinator Traffic & Transport
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Asset Planning & Delivery

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

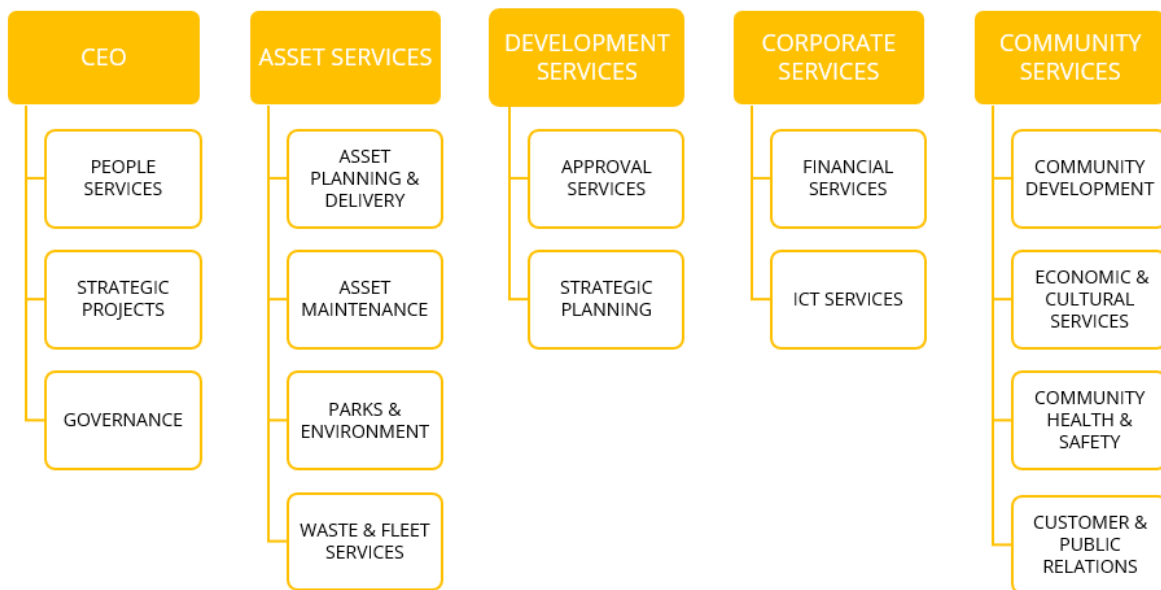
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide leadership to the City of Kalamunda's Traffic & Transport team and to provide a high standard of strategic traffic and transportation oversight, expertise, input and support across all areas of the City.

To initiate, deliver and maintain the City's traffic and transportation strategies, and to manage the City's traffic and transportation network grants.

## KEY RESULT AREAS

### LEADERSHIP & MANAGEMENT

- Leads and coordinates the City's Traffic & Transport team.
- Reviews, implements, and leads the City's traffic and transportation related strategies.
- Leads as the point of contact for strategic traffic and transport related queries, provides extensive knowledge sharing and expert information in all fields of traffic and transport.
- Provides leadership, support and oversight to the City's operational traffic and transport requirements.
- Responsible for compliance with standards and processes, and facilitates education and awareness where appropriate in relation to traffic and transport.
- Understands the needs and interests of internal and external stakeholders, negotiating, influencing and working collaboratively to achieve positive, agreed outcomes.
- Establishes networks and facilitates cooperation and partnership critical to the success of traffic and transport outcomes.
- Leads and promotes a work environment that empowers, motivates and develops a highly skilled team capable of delivery key outcomes for local government.

### STRATEGIC TRAFFIC AND TRANSPORT

- Ownership of the City's traffic and transport related strategies, including undertaking reviews and making necessary adjustments.
- Responsible for traffic and transportation network grants, including actioning concepts, consultation, selection, analysis, and preparing submissions. Will act as the City's Representative with the relevant grant management bodies for tracking project progress, updates, and reporting, as required.
- Engages in planning processes for traffic-related projects, which involves assessing project feasibility, preparing consultant briefs, and developing plans to address traffic, pedestrian, and road safety needs.
- Collect, analyse, and interpret traffic data to inform decision-making and improve transport infrastructure. Prepare and present detailed reports and recommendations to senior management and other stakeholders.
- Reviews Fatal Crash Investigation Reports from Main Roads WA and the associated Corrective Actions, provides recommended responses to line manager and Director Asset Services for endorsement.
- Reviews Road Safety Audit Reports and recommended actions and provides recommendations to line manager or Coordinator Design & Survey.
- Reviews and approves permit renewals for Restricted Access Vehicles (RAV) or Performance Based Standard (PBS) Vehicles. Assesses Main Roads WA Heavy Vehicle Services requests for support of new or upgraded RAV / PBS routes within the City's road network.
- Provides road closure reviews and advice as required.
- Coordinates the reviews and approvals of Roadworks / Event Traffic Management Plans.

- Provides technical input and professional advice on traffic treatment solutions to significant or sensitive traffic and transportation issues.
- Reviews Transport Impact Assessments for major developments, large subdivisions, and structure plans in conjunction with Strategic Planning and Approval Services, and provides comments/recommendations.
- Provides strategic oversight of the WA Bicycle Network, including coordinating concept designs and estimates where required.

### **STAFF MANAGEMENT**

- Demonstrates leadership behaviours that promote the City's values.
- Coordinates staff training and development.
- Mentors and coaches staff.
- Ensures compliance with all legislative requirements relating to staff, including employment agreements, Occupational Safety and Health, and Equal Employment Opportunity.
- Ensures all documentation required for the administration of staff matters is completed accurately and on-time. This includes time sheets, leave forms, incident reports, position descriptions, staff performance reviews, career development and performance reporting.
- Pursues opportunities for personal development of staff.

### **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- A tertiary qualification (or equivalent experience) in Engineering or a related discipline.

### **SELECTION CRITERIA**

1. Extensive experience in the traffic and transportation industry validated by a tertiary qualification (or equivalent experience) in Engineering or a related discipline.
2. Experience leading a team in a traffic and transportation environment.
3. Highly developed interpersonal skills, negotiation, conflict resolution and the ability to establish collaborative working relationships with a wide range of internal and external stakeholders.
4. Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.

5. Highly developed written skills including the ability to undertake research, develop complex proposals, identify and apply for traffic and transportation network grants, and write technical strategic documents and submissions, including policies and procedures.
6. Highly developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.
7. Well-developed knowledge of Main Roads WA code of practice for traffic management, relevant Australian Standards and Austroads guide to temporary traffic management, Road Traffic Codes and Local Laws.
8. Advanced traffic and transport technical expertise with demonstrated experience in providing strategic oversight to traffic and transport within Local Government.
9. Well-developed computer skills, including the use of Microsoft Office suite of products and Financial applications. Demonstrated proficiency in traffic modelling software, such as LinSig and Sidra, with a strong ability to analyse and interpret data from both systems.
10. Demonstrated ability to produce high level reports for senior management and/or Council.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.