

POSITION DESCRIPTION

POSITION TITLE	Senior Transport Planner
DIRECTORATE - SECTION	Asset Services – Asset Planning & Delivery
LEVEL - EBA	7/8
RESPONSIBLE TO	Coordinator Asset Management

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

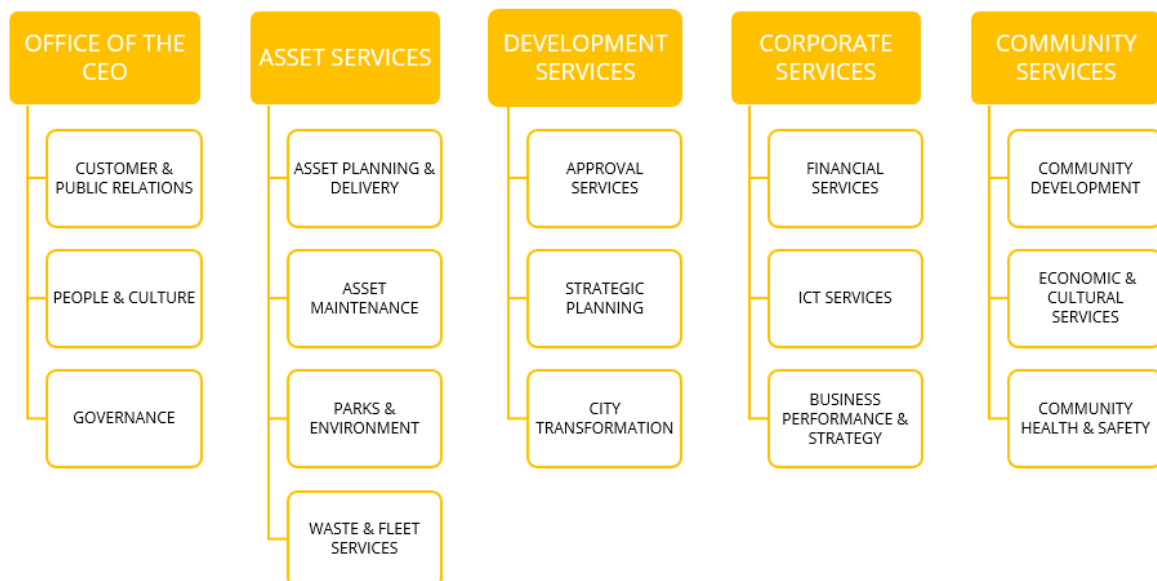
OUR SIMPLE GUIDING PRINCIPLES

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 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

STRATEGIC TRAFFIC AND TRANSPORT

- 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.
- Reviews, implements, and leads the City's traffic and transportation related strategies, Policies and Plans.
- 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.
- Collaborate with public transport agencies, to optimise bus routes, ensure accessibility at stops, and integrate public transport infrastructure into road designs.
- 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.
- Assist in the planning, coordination, and delivery of street lighting upgrade projects, ensuring alignment with relevant safety standards, transport infrastructure needs, and sustainability goals.
- Provide transport planning input into Transport Impact Assessments for major developments, large subdivisions, and structure plans as required, in collaboration with Strategic Planning and Approval Services.
- Provides strategic oversight of the WA Bicycle Network and the City's other infrastructures, including coordinating concept designs and estimates where required. 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.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

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. Highly developed interpersonal skills and communication skills, and build strong working relationships with a wide range of internal and external stakeholders.
3. 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.
4. 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.
5. Highly developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.
6. 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.
7. Advanced traffic and transport technical expertise with demonstrated experience in providing strategic oversight to traffic and transport within Local Government.
8. 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 or Sidra, with a strong ability to analyse and interpret data from both systems.
9. 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.

REVIEWED BY: MANAGER ASSET PLANNING & DELIVERY
DATE PD REVIEWED/APPROVED: 30 January 2025
