

## CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

<b>POSITION TITLE:</b> Senior Traffic Engineer	<b>DIRECTORATE:</b> Assets	<b>DATE:</b> November 2024
<b>REPORTS TO:</b> Principal Specialist Traffic Services	<b>SERVICE UNIT:</b> Traffic Services	<b>LEVEL:</b> 8
<b>POSITION NUMBER:</b> IN11010/3578	<b>SUB UNIT:</b>	<b>ROLE FOCUS:</b> Advice
<b>ROLE BALANCE:</b> (People/Scheduling/Technical) 10/10/80	<b>JOB FAMILY:</b>	<b>ANZSCO CODE:</b>

### ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

### DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

### POSITION CONTEXT

Under the broad supervision of the Principal Specialist Traffic Services, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training.

The role communicates with a range of customers and stakeholders such as government departments and agencies, consultants and contractors, residents and ratepayers, and other local government authorities as well as City leaders and employees.

A challenging aspect of the role is managing multiple activities within an environment of changing and competing priorities within tight timeframes. Additionally the role is required to develop collaborative working relationships and an effective network of both internal and external stakeholders to support and facilitate the delivery of traffic and transport activities.

This role will undertake high level technical reviews and prepare reports and recommendations to improve the safety and efficiency of the City's Transport network. A high level of technical knowledge is required to provide quality analysis to complex traffic issues that enables the City to make well informed evidence based decisions and deliver high quality outcomes to the community.

This position will deliver and manage the City's Road Safety Management Plan, also providing road safety and traffic advice for Structure Plans and Development Applications.

**FUNCTIONAL ACCOUNTABILITY**

Provides traffic advice that enables the City to make well informed evidenced based decisions to maximise road safety and efficiency within the City’s road network and deliver high quality transport outcomes to the community.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

**KEY ACCOUNTABILITIES**

<b>KEY RESULTS AREAS</b>	<b>OUTCOMES</b>
Collaboration & Teamwork	<ul style="list-style-type: none"><li>• Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.</li><li>• Thinks critically and actively collaborates with colleagues and Leaders.</li><li>• Contributes to the development of business improvement initiatives.</li><li>• Works collaboratively with other teams within the City to develop and implement improvements to the City’s transport network.</li></ul>
Customers & Stakeholders	<ul style="list-style-type: none"><li>• Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.</li><li>• Liaises with customers and stakeholders, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner.</li><li>• Produces quality reports and presentations to convey relevant knowledge about the City’s transport network to customers and stakeholders.</li></ul>
Efficient & Effective Delivery	<ul style="list-style-type: none"><li>• Provides expert advice and guidance to customers and stakeholders on transport and traffic services, in accordance with relevant policies, procedures, legislation and standards.</li><li>• Conducts complex traffic investigations and analysis to identify and resolve hazardous locations, ensuring that the community is well connected and safe.</li><li>• Develops complex traffic projects in accordance with the City’s project management framework, including concept design, community consultation, project planning and alternative funding sources, to improve the safety and efficiency of the transport network.</li><li>• Conducts capacity analysis and forecasting of citywide travel patterns and demands that enables the City to make well informed evidence based decisions.</li><li>• Prepares high level reports in functional area or activity tailored to the needs of the audience.</li><li>• Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.</li><li>• Proposes innovation and business improvement initiatives within area of accountability activity.</li><li>• Actively works to ensure that the City’s resources are allocated where they provide greatest value to the community.</li></ul>
Systems & Processes	<ul style="list-style-type: none"><li>• Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.</li><li>• Follows the City’s administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.</li><li>• Contributes to the development of processes and procedures that support the work of the Service Unit.</li><li>• Develops appropriate methodology and apply proven techniques in providing specialised traffic services.</li></ul>

Resources,  
Governance,  
Compliance & Risk

- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

## CAPABILITIES REQUIRED

### Qualifications, Requirements and Experience:

- University Degree in relevant discipline such as Civil, Road Safety or Transport Engineering is required.
- Relevant experience in a similar role is required.
- C class Drivers License is required.
- Experience in traffic modelling is required.
- Road safety experience is required.

### Skills and Knowledge:

- Advanced computing, numeracy and literacy skills.
- Advanced experience in the efficient utilisation of information systems and technology.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Advanced customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Advanced negotiation and influencing skills.
- Highly advanced report writing skills.
- Knowledge of relevant legislation, policies, standards and best practice guidelines relating to transport planning and road design.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

### Key Stakeholder Relationships:

- Support the Principal Specialist Traffic Services and Director Assets to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.
- A positive, proactive approach to change and a willingness to work in any Service Unit across the City should it be operationally required.

### Role Authorities:

- Local Government Act Regulations and Act delegations that are specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

## VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

### Leader Name

Principal Specialist Traffic Services

Date

Signature



### Next Up Leader Name

Harminder Singh, Director Assets

Signature



Date

18/11/2024

