

Position Title	Traffic Services Officer
Department	City Assets
Unit	Infrastructure Services
Team	Traffic & Transport Services
Supervises	Nil
Reports To	Team Leader Traffic and Transport
Grade Range	
Date Prepared	16/08/2019
Date Last Updated	11/08/2022

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

Proactively contribute to the improvement of traffic management and road safety on Council's road network. Provide a high level of customer service in relation to traffic management, parking and road safety.

Accountabilities

- Investigate requests, provide responses and make recommendations to include in future works programs or initiate maintenance works as necessary.
- Draft Traffic Committee and Council reports.
- Carry out community consultation process in relation to traffic and road safety matters.
- Review Development Proposals and draft memos addressing traffic management aspects.
- Process work zone, driveway access linemarking, filming, special events and road closure applications etc. Assist in processing standing plant applications.
- Assist with the development and implementation of Council's Delivery Program and Operational Plan in relation to traffic management projects.
- Identify both short and long term traffic management improvement needs to meet Council's future strategic outcomes.
- Investigate projects including preparation of traffic studies and maintain an up-to-date and relevant, prioritised Delivery Program for traffic infrastructure.
- Ensure timely project investigation, scoping and review of design plans to meet the Annual Capital Works Program requirements.
- Prepare estimates for Traffic and Parking projects.
- Assist with preparation, reviewing and updating of existing policies, guidelines and standard drawings for traffic management facilities.
- Arrange surveys and data collection relating to traffic, transport, pedestrians and parking.
- Actively participate in organisation of Council and Community events where it impacts traffic and parking.






- Assess Traffic Management Plan's and Construction Traffic Management Plan's prepared by external parties.
- Assist with coordination of strategic planning activities and major projects to ensure local traffic and road safety objectives are met.
- Carry out/manage traffic studies to support traffic management and road safety initiatives.

- Provide advice on National Heavy Vehicle Regulator applications as required.
- Liaise with Transport for NSW, Police, Bus Service Providers, Schools and Community Groups as required.
- Prepare grant applications to seek funding for new and upgrading of traffic facilities.
- Provide guidance and assistance to the traffic team members as required.
- Other related tasks as required by Team Leader, Traffic and Transport.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives direct and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans

		<ul style="list-style-type: none"> Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering or in related field / Extensive Traffic Engineering experience with other tertiary qualification
- Class C Drivers Licence
- WH&S Construction White Card

Essential Experience

- Demonstrated knowledge of Transport for NSW (RMS) Guidelines, Australian Road Rules, Australian Standards and Austroads and experience in traffic and transport management, and road safety
- High-level skills in report writing and correspondence

- Demonstrated ability to consult the community, and assess and prioritise traffic needs within a strategic planning environment
- Demonstrated well-developed computer skills in Microsoft Office applications, AutoCAD and experience in using traffic modelling software such as SIDRA Intersection 6 Network

Desirable Qualifications and or Experience

- Qualifications in road safety auditing
- TfNSW (RMS) Prepare a Work Zone Traffic Management Plan Certificate
- Demonstrated well developed computer skills in applications such as Sidra Intersection 6 Network and MS Project

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Specify Licence: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>