

Position Title	Asset Planner - Traffic and Active Transport
Department	City Future
Division	City Plan & Infrastructure
Unit	Asset Systems & Planning
Team	Roads and Traffic
Supervises	Nil
Reports To	Team Leader Asset Planning - Roads and Traffic
Grade	H
Date Prepared	18/02/2025
Date Last Updated	9/12/2025

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

To support the Rolling Capital Works Program through the Project Management Office (PMO) and Framework (PMF) for all assets within the team's area of responsibility, including as a minimum traffic devices, footpaths/shared paths, cycleways, pedestrian/shared bridges, bus stops and street furniture.

Accountabilities

- Assist the Team Leader to develop and deliver the Rolling Capital Works Program through Council's PMO and PMF including the coordination with other asset coordinators/team leaders to achieve a whole of place project planning
- Contribute to the development and implementation of Council's Delivery Program, Operational Plan and the Unit Plan as a key member of the Unit, participating in a multi-disciplinary environment
- Assist in the procurement process for projects, including participating in assessment panel and as subject matter expert
- Review and approve draft and preliminary construction drawings provided by the Asset Design unit ensuring the scope and budgets are met and compliance with relevant standards, and where applicable, to the requirements of utility service providers and government authorities
- Prepare and maintain relevant policies, guidelines and standard drawings for related asset categories and provide expert advice to the community, staff and Council.
- Prepare grant applications and ensure compliance with reporting obligations to external authorities
- Investigate and provide advice regarding acquisition and disposal of Council assets as required
- Contribute to the development of asset prioritisation modelling, updating of Asset Management Plans and cyclic condition assessment of related assets
- Investigate and respond to customer requests as allocated and where applicable make recommendations to include in the Rolling Capital Works Programs or request maintenance works as necessary
- Participate in community consultation processes for projects identified on the Capital Works Program in conjunction with other Departments of Council as required

- Prepare project brief, program, deliverables and contract documentation for the engagement of consultants as required
- Initiate Traffic Committee and relevant public consultations, prepare Draft Traffic reports and implement recommended design modifications.
- Arrange surveys and data collection relating to traffic, transport, pedestrians and parking
- Coordinate with the staff from other divisions and external agencies such as Transport for NSW, Police, Bus Service Providers, Schools and Community Groups etc. in relation to Capital Works Program project planning activities to ensure local traffic and road safety objectives are met and compliance achieved with Council policies, guidelines and Standard Drawings.
- Prepare presentation briefings, correspondence and write reports and issues papers as required
- Collaborate with other department to deliver on Council's objectives
- Develop a culture of customer service excellence and continuous business improvement within the team
- Provide infrastructure related advice on development applications as required
- Support other Units/Teams within the City Future Department as required
- Undertake other projects and/or tasks as required.

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.

CBCCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools

- Allocates responsibilities and resources appropriately
- Gives team members appropriate flexibility to decide how to get the job done

* 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 Chief Executive Officer.

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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualification in Civil Engineering or in related field/other tertiary qualification, all with considerable (2+ years) Traffic Engineering experience
- Class C Driver Licence
- WH&S Construction White Card.

Essential Experience

- Understanding of Transport for NSW (RMS) Guidelines, Australian Road Rules, Australian Standards and Austroads and experience in traffic and transport management, and road safety
- Sound skills in report writing and correspondence
- Understanding of the community consultation, assessment and prioritisation of traffic needs
- Familiarity with computer skills in Microsoft Office applications, Ms Project, GIS applications, AutoCAD and an understanding of traffic modelling software such as SIDRA Intersection 6 Network
- Familiarity with investigation, strategic planning, prioritisation and design of related assets

- Understanding of asset management principles
- Experience with project management
- Experience with the preparation of project briefs, budgets, construction plans, specifications, BoQs and contracts
- Understanding of relevant Acts, Regulations, Legislation, Guidelines, Codes and Council Policies.

Desirable Qualifications and or Experience

- Post-graduate traffic & transport engineering, planning or other relevant qualifications
- Qualifications in road safety auditing
- TfNSW (RMS) Prepare a Work Zone Traffic Management Plan Certificate
- Demonstrated well-developed computer skills in traffic modelling software such as SIDRA Intersection 6 Network
- Qualifications in Project Management
- Demonstrated experience in stakeholder engagement
- Eligible for membership of relevant professional associations
- Experience using CAD applications
- Demonstrated delivery or trial of innovative projects
- Demonstrated experience in applications such as Asset Management Systems and Traffic Simulation programs.

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 Licence class required: 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"/>
Does this position have an inherently high risk for fraud and corruption?	<input type="checkbox"/>	<input checked="" type="checkbox"/>