

Position Title	Senior 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	I
Date Prepared	18/02/2025
Date Last Updated	8/09/2025

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 – Senior Technical / Professional Specialist

Capability Group	Capability Name	Level
Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
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
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
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

* 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 (5+ years) Traffic Engineering experience
- Class C Driver 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
- Considerable skills in report writing and correspondence
- Experience with the community consultation, assessment and prioritisation of traffic needs
- Demonstrated well-developed computer skills in Microsoft Office applications, Ms Project, GIS applications, AutoCAD and an understanding of traffic modelling software such as SIDRA Intersection 6 Network

- Demonstrated experience in investigation, strategic planning, prioritisation and design of related assets
- Understanding of asset management principles
- Demonstrated project management skills
- Demonstrated experience in the preparation of project briefs, budgets, construction plans, specifications, BoQs and contracts
- Demonstrated knowledge of relevant Acts, Regulations, Legislation, Guidelines, Codes and Council Policies.
- Effective stakeholder engagement.

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
- Eligible for membership of relevant professional associations
- Experience using CAD applications
- Operating knowledge of Local Government Regulations and legislations
- 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"/>