



City of  
Norwood  
Payneham  
& St Peters

# TRAFFIC ENGINEER

## POSITION & PERSON DESCRIPTION

July 2022

### GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *City Plan 2030; Shaping Our Future*.

The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the Organisational Values.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

**DEPARTMENT:** Urban Planning & Environment

**SECTION:** Traffic & Integrated Transport

**ORGANISATIONAL RELATIONSHIP:** General Manager, Urban Planning & Environment  
Manager, Traffic & Integrated Transport

The Position is also expected to work in collaboration with staff from Urban Planning & Environment, Urban Services, Strategic Projects, Chief Executive's Office, Elected Members and the Executive Leadership Team.

**DIRECT REPORTS:** No direct reports

**AWARD & CLASSIFICATION:** South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement  
General Officer Level 5 - Level 6  
*Subject to qualifications, skills and experience.*

Three (3) year Fixed Term Contract



## OVERVIEW

The City of Norwood Payneham & St Peters is a vibrant municipality that enjoys a reputation as one of Adelaide's most desirable places to live, work, study and visit. The City is shaped by its cultural diversity, strong community spirit, rich heritage and cosmopolitan lifestyle.

The Council's Strategic Plan CityPlan 2030 – Shaping our Future provides the overarching strategic framework for all of the Council's services, projects and decision making.

The Vision for the Cities Community Well-being is underpinned by the four Outcomes of Social Equity, Cultural Vitality, Economic Prosperity and Environmental Sustainability.

Traffic management responds to *community well-being* and strongly aligns with all four pillars, particularly Social Equity – *An inclusive, connected, accessible and friendly community*.

The Traffic Engineer is expected to have a high level of experience and skills in both the technical aspects of traffic management, and written and verbal communication.

There will be a strong focus on the delivery of traffic management solutions which promote;

- best practice traffic management solutions;
- City wide vehicle, pedestrian and cyclist safety;
- economic growth and place activation of the Council's public and recreational spaces and business precincts; and
- sustainable and integrated transport and movement systems.

The Traffic Engineer is expected to have excellent communication skills and practical working knowledge of traffic related legislation, standards, guidelines, codes of practices in South Australia, and a sound working knowledge of the principles of sustainable and integrated transport and movement systems.

<b>ORGANISATIONAL VALUES</b>
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At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the Business Excellence Framework as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below and attached to this document) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.

Our Values are:

- |                                |  |
|--------------------------------|--|
| <b><i>Our People</i></b>       | We are passionate, committed, empowered and accountable and we recognise the contribution of others.                               |
| <b><i>Working Together</i></b> | A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done. |
| <b><i>Leadership</i></b>       | Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.                         |
| <b><i>Excellence</i></b>       | We strive for excellence in everything we do and we encourage innovation and quality.  |
| <b><i>Integrity</i></b>        | We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.     |
| <b><i>Service</i></b>          | We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.                  |

## **POSITION OBJECTIVES**

- To develop integrated traffic management and traffic engineering solutions, specifically in the development of local area traffic management issues, and strategic directions.
- To manage the effective delivery of integrated traffic management solutions associated with traffic management for events, road safety and effective access and egress.
- To contribute to and manage the effective delivery of projects through the provision of well-informed sound practical advice, using accurate data and developing effective and where possible and required, innovative solutions.
- To work together effectively and efficient with other staff and stakeholders, including Federal and State Governments, Elected Members and the community to deliver the Council's strategic goals and objectives associated with traffic.

## **KEY RESULT AREAS**

- *Operational Responsibilities*
  1. Traffic Management, Road Safety & Events
  2. Strategic Planning, Policy Development & Master Planning
  3. Provision of Service & Advice
- *Organisational Responsibilities*
  1. Corporate Governance
  2. Environmental Sustainability
  3. Work Health & Safety and Injury Management
  4. Organisational Values

## **OPERATIONAL RESPONSIBILITIES**

### **Key Responsibilities & Key Tasks**

#### **1. Traffic Management, Road Safety & Events**

- Administration of the assigned responsibilities under the *Road Traffic Act 1961* and the *Local Government Act 1999*, in accordance with the delegated authority.
- Assist in the effective delivery and services associated with the City's traffic management including:
  - local area traffic management to address road safety issues and improve community well-being;
  - general daily operational traffic issues;
  - the Council's initiatives that support alternative transport modes and sustainable transport; and
  - on-street parking controls (at a strategic level).
- Ensure effective delivery of traffic related tasks that meet the expected level of quality, allocated budget and deadlines.
- Plan, co-ordinate and provide advice on traffic management for events, emergency responses and special projects.
- Provide advice as required, to ensure all civil infrastructure is constructed to the relevant *Australian Standards*, legislative requirements and best practice specifications for safety and effective use.
- Undertake investigations associated with traffic management and prepare reports and advice on findings and recommendations as required.
- Manage the National Heavy Vehicle Regulator portal and issue permits as required.
- Assist with the implementation of the On-street Parking Strategy.
- Organise events such as Ride to Work/Day.

#### **Performance Indicators**

- Assigned responsibilities administered in accordance with the delegated authority.
- Timely and effective delivery of the services associated with City's traffic management.
- Traffic related tasks delivered effectively, to the expected level of quality and standards, on time and within allocated budget.
- Effective communication and appropriate advice provided on traffic management for events, emergency responses and specials projects and circumstances, in a timely and proficient manner.
- Council reports are accurate, relevant and provided in a timely manner, providing for better decision making.

#### **2. Strategic Planning, Policy Development & Master Planning**

- Prepare reports as requested which are accurate and include the relevant background information and supporting documentation.
- Produce and maintain traffic counts and traffic management data, including data on the movement and classification of roads throughout the City and collate, analyse and interpret data for planning purposes, reporting, predictive modelling, legal proceedings, etc., as required.

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- Facilitate community consultation processes associated with traffic management in a manner that enhances effective working relationships between the Council and the community.
- Provide advice and formulate effective practical solutions in the planning and delivery of projects as required.
- Prepare, maintain and review traffic related engineering standards, policies and requirements, as required and ensure that best practices principles are met.
- Develop traffic management strategies, traffic plans and asset management plans for transport infrastructure which deliver on the Councils strategic priorities, goals and outcomes.
- Source and assist in the preparation of funding submissions for eligible projects under Federal and State Government Programs, *Special Local Roads*, *State Bike Fund* and *Black Spot* funding.
- Develop strategies for the management and prioritisation of on-street car parking.
- Prepare reports using a high standard of report writing skills, report preparation skills and evaluation skills.
- Draft various types of correspondence that is clear, concise and contains meaningful content.

### **Performance Indicators**

- Timely, accurate and relevant reports provided for better decision making.
- Traffic counts and traffic management data is collated, analysed and interpreted in a timely and proficient manner.
- Appropriate stakeholders are engaged, informed and involved in decision making during community consultation.
- Timely, accurate and effective practical solutions provided in the planning and delivery of projects.
- Traffic management strategies, traffic plans and asset management plans for transport infrastructure developed and delivered ensuring the achievement of the Council's strategic priorities, goals and outcomes.
- Timely and appropriate submissions prepared for funding of eligible projects under Federal and State Government Programs, *Special Local Roads*, *State Bike Fund* and *Black Spot* funding.

### **3. Project Management**

- Manage traffic and transport related projects in a timely and effective manner to deliver high quality outcomes.
- Assist in the preparation of tender documentation for projects, as required in accordance with the Council's Procurement Policy and Procedure.
- Undertake or co-ordinate the completion of road safety audits as required.
- Monitor the delivery and performance of traffic related issues associated with the Council's projects.

### **Performance Indicators**

- High quality traffic and transport related project outcomes delivered in timely and effective manner.
- Timely and accurate tender documentation prepared in accordance with the Council's Procurement Policy and Procedure.
- Road Safety Audits completed in timely and efficient manner.

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- Delivery and performance of traffic related issued associated with the Council's projects are monitored in a timely and efficient manner.



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**4. Provision of Service & Advice**

- Manage and coordinate responses associated with traffic management and integrated transport, as required.
- Provide sound and practical technical advice in respect of Development Applications, Council projects and asset renewal programs.
- Address all enquiries and resolve citizen's concerns and issues in a timely, effective, efficient and considered manner.
- Conduct and advise on the installation of traffic related infrastructure.
- Liaise effectively and efficiently with stakeholders including Elected Members, staff, residents, property owners, Government Departments, funding bodies and service authorities.
- Advise and inform other staff on traffic related matters.

**Performance Indicators**

- Sound and practical technical advice and responses associated with traffic management provided in timely, accurate, effective and efficient manner.
- Enquiries, complaints and issues addressed in a timely, effective, efficient and considered manner.
- Effective and efficient liaisons and communication with all stakeholders.

**ORGANISATIONAL RESPONSIBILITIES**  
**Key Responsibilities & Key Tasks**

**1. CORPORATE GOVERNANCE**

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "customer first" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisations continuous improvement program.
- Observe and uphold the Organisational Values and conduct all affairs in accordance with Our Values and Community Well-Being.
- Pursuant to the Local Government Act, Section 110, observe and uphold the Code of Conduct for Council Employees.

**Performance Indicators**

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Organisational values (Our Values) observed at all times.
- Participation in all ABEF programs as required.

**2. ENVIRONMENTAL SUSTAINABILITY**

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

**Performance Indicators**

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

### **3. WORK HEALTH & SAFETY and INJURY MANAGEMENT**

- In accordance with Section 28 of the Work Health and Safety (WHS) Act 2012, while at work you must:
  - take reasonable care of your own health and safety; and
  - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
  - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
  - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - maintain their workplace in a tidy and safe condition;
  - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

#### **Performance Indicators**

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

### **4. ORGANISATIONAL VALUES**

- Responsible for ensuring that the Organisational Values (Our Values) are observed at all times in the discharge of all responsibilities, accountabilities and outcomes.

#### **Performance Indicators**

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.



## **PERSON SPECIFICATION**

### **QUALIFICATIONS, LICENCES & EXPERIENCE**

- A relevant tertiary qualification or equivalent experience in traffic & transport investigation, analysis and design, and parking management is essential.
- A Class C license is essential.
- Technical experience in Traffic Engineering and Traffic Management disciplines is essential.
- Experience in addressing challenging situations, diverse people and interests and resolving complex problems is essential.
- Experience in delivering and overseeing community consultation is desirable.
- Experience working within Local Government is highly desirable.

### **KNOWLEDGE**

- Knowledge of good governance principles and practices and the role and responsibilities of Local Government.
- Comprehensive knowledge of Traffic Management for all modes of transport, Road Safety Principles, and on-street and off-street parking requirements.
- Technical Knowledge technical issues associated with the management of traffic and all modes of transport (driving, walking, cycling and public transport);
- A working knowledge of the following legislation:
  - *The Local Government Act 1999.*
  - *The Road Traffic Act 1961.*
  - *The Road Opening & Closing Act (SA) 1991.*
  - *The Private Parking Areas Act 1986.*
  - *The Disability Discrimination Act 1992.*
  - *The relevant Australian Standards and Austroads Guidelines for Road Design and Traffic Engineering & Management.*
  - *The DIT Code of Practice for the Installation of Traffic Control Devices on Roads in South Australia.*

### **SKILLS**

- Ability to assess and interpret data and undertake traffic related investigations.
- Ability to maintain an evidence-based framework of traffic and safety issues.
- Excellent communication skills, both written and verbal and ability to adapt style for different stakeholder groups including citizens, other staff and Grant Funding bodies.
- Ability to assess planning and building developments in relation to traffic, parking and access requirements.
- Ability to prepare Grant Funding Applications (e.g. Blackspot, State Bike Fund).
- Familiarity in the use of AutoCad and AutoTurn software.
- Ability to coordinate traffic management at Council Events.
- Ability to work in an efficient, effective and timely manner.

### **PERSONAL ATTRIBUTES**

- Ability to self-develop and keep updated on changes to legislation, road design and traffic management practices.
- Ability to self-reflect and self-regulate responses and behaviour to be effective and efficient.
- Self-driven with high initiative.
- Professional, articulate and amicable.
- A passion to deliver positive effective outcomes for citizens, the community and in the city.
- Uses empathy, listening and understanding to identify issues and adapt personal style to deliver high quality customer service.

### **DELEGATION & AUTHORITY**

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council, fulfil all requirements set out in the following legislation:
  - *The Local Government Act 1999*
  - *Planning, Development & Infrastructure Act 2016.*
  - *Road Traffic Act 1961*

### **JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance with no adverse findings.
- Completion of training & attainment of skills applicable to Award Classification.
- Work Health & Safety (WHS) Competencies and training requirements include:
  - Sun Smart UVR (induction)
  - Hazardous Chemicals Awareness (induction)
  - Drugs & Alcohol Awareness (induction)
  - Environmental Hazards General Awareness (induction)
  - Hazardous Manual Tasks Awareness (induction)
  - Fatigue Awareness (annual)
  - Work Zone Traffic Management (WZTM) (2 yearly)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

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**DATE POSITION CREATED:** July 2022

**DATE CURRENT INCUMBENT APPOINTED:**

**DATE CURRENT INCUMBENT TO COMMENCE:**

**AGREEMENT:**

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Manager, Traffic & Integrated Transport.

**APPROVED BY:**

\_\_\_\_\_  
Mario Barone PSM  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Traffic Engineer

\_\_\_\_\_  
Date

# Our Values Behaviour Statements

## Individual Behaviour

## Organisational Behaviour

**Our People**  
We are passionate, committed, empowered and accountable and we recognise the contribution of others.

**Working Together**  
A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

**Leadership**  
Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

**Excellence**  
We strive for excellence in everything we do and we encourage innovation and quality.

**Integrity**  
We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

**Service**  
We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

### Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

### Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

### Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

### Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

### Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

### Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

### Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

### Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

### Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

### Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

### Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

### Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



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# Service Behaviours and Capabilities

Our People demonstrate the following service behaviours and use the capabilities to train, develop and focus our skills to ensure we are equipped to provide excellent service

	Behaviours	Capabilities
<p><b>One Council working together</b></p> <p>We believe that by working together seamlessly we provide an outstanding experience</p>	<ul style="list-style-type: none"> <li>I will collaborate to get better outcomes</li> <li>I will deliver in a mutually agreed timeframe</li> <li>I will reflect on how my actions contribute to the whole experience</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Systems Thinking and the impact of your actions and decisions</li> <li>Role clarity and understanding your role and the role of others</li> </ul>
<p><b>Own the experience</b></p> <p>We know that service we provide is outstanding because each of us owns the whole experience from initiation to the outcome</p>	<ul style="list-style-type: none"> <li>I will put myself in the customer's shoes which will guide my actions</li> <li>I will be courageous to give the customer the best experience I can</li> <li>I will follow up and follow through</li> </ul>	<ul style="list-style-type: none"> <li>Ability to be courageous in addressing customers' needs and trying new solutions</li> <li>Emotional intelligence</li> <li>Ability to follow up the service through the system</li> <li>Active listening skills</li> </ul>
<p><b>Bring my best</b></p> <p>We know that we impact the people we are serving so we choose a positive impact every time</p>	<ul style="list-style-type: none"> <li>I will be professional and positive</li> <li>I will ask for feedback and reflect on my service to improve</li> <li>I will practice self-regulation, self-care and know when to ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in giving and receiving constructive feedback</li> <li>A commitment to stay up to date in technical skills and knowledge</li> <li>Employs strategies to maintain personal and professional resilience</li> </ul>
<p><b>Be adaptable</b></p> <p>We know who we are serving and adapt our style to deliver what they need</p>	<ul style="list-style-type: none"> <li>I will ask enough questions to understand what service is needed</li> <li>I will adjust my approach to suit the situation</li> <li>I will be proactive, consider alternatives and creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in being agile and adaptable</li> <li>Ability to look for alternatives for best outcomes</li> </ul>
<p><b>Keep it simple</b></p> <p>We remove barriers and blockers that get in the way of outstanding service</p>	<ul style="list-style-type: none"> <li>I will use language that is easy to understand</li> <li>I will actively listen and stay focused on the situation at hand</li> <li>I will offer relevant answers and solutions</li> </ul>	<ul style="list-style-type: none"> <li>Ability to communicate well and use positive and constructive language</li> </ul>