

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024



POSITION DETAILS	
DEPARTMENT:	Urban Planning & Environment
UNIT:	Traffic & Integrated Transport
SECTION:	-
ORGANISATIONAL RELATIONSHIP:	<p>Reports to the General Manager, Urban Planning & Environment.</p> <p>The Position is also expected to work in collaboration with staff from Regulatory Service Unit, Urban Services, Strategic Projects, Chief Executives Office and the Executive Leadership Team.</p>
DIRECT REPORTS:	Traffic Engineer, Urban Planning & Environment
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	<p>Senior Officer, Level 6</p> <p><i>Subject to qualifications, skills and experience.</i></p> <p>Five (5) year Fixed Term Contract</p>
SPECIAL CONDITIONS:	Some out-of-hours work, including attendance at Committee and Council meetings is required.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

POSITION OVERVIEW

The Manager, Traffic & Integrated Transport is expected to demonstrate exceptional leadership, innovation and be outcome focussed in the delivery of the strategy, outcomes and technical advice associated with traffic management, movement systems and sustainable transport both at a strategic and operational level.

The Manager, Traffic & Integrated Transport is responsible for the review, development and implementation of the Council's integrated transport strategies and traffic management and car parking needs.

This will include assessing traffic management issues associated with new developments for compliance with relevant legislation and *Australian Standards*, working across the organisation to deliver high quality traffic management solutions, addressing site specific traffic issues, complaints and enquires associated with traffic related matters and working with internal and external stakeholders on matters associated with traffic management.

There will be a strong focus on the delivery of traffic management solutions and on-street car parking which promote;

- best practice access and egress;
- City wide vehicle, pedestrian and cyclist safety;
- economic growth and place activation; and
- sustainable and integrated transport and movement systems;

to make the City of Norwood Payneham & St Peters a desirable place to live, work, visit and to assist in the delivery of the Council's strategic focus of community well-being.

POSITION OBJECTIVES

- To lead the delivery of integrated traffic management and traffic engineering solutions, specifically in the development and preparation of strategic plans, master planning, projects and local area traffic management issues.
- 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 innovative solutions.
- To work together effectively and efficiently with other staff and stakeholders, including Federal and State Governments, Elected Members and the community.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

KEY RESPONSIBILITIES

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.
- Oversee and implement the effective delivery and services associated with the City’s traffic management including:
 - on-street parking controls at a strategic level as well as delivery, periodic review and implementation of the Council’s On-street Parking Policy;
 - local area traffic management associated with new major developments and Council events;
 - general road safety measures and daily operational traffic issues; and
 - the Council’s initiatives that support alternative transport modes and sustainable transport.
- 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 traffic and transport related projects in a timely and effective manner to deliver high quality outcomes.
- Prepare tender documentation for projects, as required in accordance with the Council’s Procurement Policy and Procedure.
- Administer the operational aspects of the Council’s Traffic Management & Road Safety Committee.

Performance Indicators

- Assigned responsibilities administered in accordance with the delegated authority.
- Timely and effective delivery of the services and projects associated with City’s traffic and on-street parking management 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 and Committee reports are accurate, relevant and provided in a timely manner, providing for better decision making.
- Accurate and timely administration and oversight of the Council’s Traffic Management & Road Safety Committee operations.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

2. STRATEGIC PLANNING, POLICY DEVELOPMENT & MASTER PLANNING

- 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.
- Undertake and manage community consultation processes associated with traffic management in a manner that enhances effective working relationships between the Council and the community.
- 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 prepare funding submissions for eligible projects under Federal and State Government Programs, *Special Local Roads* and *Black Spot* funding.

Performance Indicators

- 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.

3. PROVISION OF SERVICE AND ADVICE

- Manage budgets and coordinate responses associated with traffic management and integrated transport, as required.
- Provide sound, timely and practical technical advice in respect of Development Applications, Council projects and asset renewal programs.
- Liaise effectively and efficiently with stakeholders including Elected Members, staff, residents, property owners, Government Departments, funding bodies and service authorities.
- Manage and provide guidance and leadership to direct reports.

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.
- Effective management of direct reports.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary Education in Civil Engineering or project Management.
- A working knowledge of the following and any other relevant 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 for Road Design and Traffic Engineering & Management.*
 - The *Code of Practice for the Installation of Traffic Control Devices on Roads in South Australia.*
- Knowledge of good governance principles and practices.
- Comprehensive knowledge of Traffic Management and Road Safety Principles.
- Knowledge of vehicle classifiers and accessories.
- Ability to gather, assess and interpret data and undertake traffic related investigations.
- High quality written, verbal and non-verbal communication skills.
- Excellent interpersonal and negotiation skills.
- Ability to manage public funding, and corporate budgets.
- Experience in delivering and overseeing community consultation.
- Experience in addressing challenging situations and resolving complex problems.
- Technical experience in Traffic Engineering and Traffic Management disciplines.
- 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.
- Professional, articulate and amicable.

DESIRABLE CRITERIA

- Qualification in Road Safety Auditing.
- Experience working within Local Government is highly desirable.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current Drivers Licence.
- Completion of training & attainment of skills applicable to Award Classification.
- 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.
- Attendance at some out-of-hours work from time to time, including Council and Committee meetings and hosting of community consultation events.

WORK HEALTH & SAFETY RESPONSIBILITIES

- 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.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
- In addition to your obligations listed above, as a Manager you are responsible for, and will be held accountable for, fostering a positive safety culture and developing a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

- ensuring that all workers (staff, contractors and visitors) who are required to enter an area under your control receive safety induction prior to commencing work;
- providing advice, instruction and training all staff so that they can perform their role safely;
- implementing, measuring, monitoring and reviewing WHS plan activities within your area of responsibility;
- ensuring adherence to WHS policies and procedures through the provision of adequate supervision;
- identifying, assessing and controlling hazards and WHS risks; and
- coordinating, and participating in, local WHS consultation processes;
- communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
- maintaining awareness of safety issues within your area of control;
- regularly viewing working procedures and practices within your area of responsibility;
- ensuring the issue, correct use and maintenance of personal protective equipment;
- assisting in the rehabilitation of employees who are, or have been absent from work due to injury or illness, by working in conjunction with the LGAWCS Rehabilitation Counsellor;
- responding promptly to hazards which may affect the health, safety or welfare of workers;
- responding immediately on receiving notification of a work related injury or illness, or the occurrence of a dangerous or hazardous situation;
- respond to changes in the workplace, where those changes may affect the health, safety or welfare of workers;
- ensuring safe access and egress to and from the workplace;
- recognising positive safety behaviour amongst your workers; and
- providing and collating data related to local WHS performance as required.
- promoting injury management awareness by setting a good example; and
- responding to changes injury management practices, policies and procedures that are to be followed in the 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.

MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

ORGANISATIONAL VALUES

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) 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.



MANAGER, TRAFFIC & INTEGRATED TRANSPORT

POSITION & PERSON DESCRIPTION

November 2024

AGREEMENT

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

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

MANAGER, TRAFFIC & INTEGRATED
TRANSPORT

Date

Date

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 *CityPlan 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*.