

TRAFFIC ENGINEER

POSITION & PERSON DESCRIPTION

April 2025



City of
Norwood
Payneham
& St Peters

POSITION DETAILS

DEPARTMENT:	Urban Planning & Environment
UNIT:	Traffic & Integrated Transport
SECTION:	N/A
ORGANISATIONAL RELATIONSHIP:	<p>The position reports to the Manager, Traffic & Integrated Transport.</p> <p>The Position is also expected to work in collaboration with the Senior Traffic Engineer, staff from the Urban Planning & Environment, Urban Services, Strategic Projects teams and the Chief Executive's Office, Elected Members and the Executive Leadership Team.</p>
DIRECT REPORTS:	Nil.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer, Level 4 to 5
SPECIAL CONDITIONS:	Out-of-hours attendance at Council or committee meetings, workshops and information sessions and community consultation sessions may be required from time to time.

POSITION 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 City's 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*.

TRAFFIC ENGINEER

POSITION & PERSON DESCRIPTION

April 2025

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

- best practice traffic management solutions;
- City wide vehicle, pedestrian and cyclist safety; and
- sustainable and integrated transport and movement systems.

The Traffic Engineer is expected to have excellent communication skills as well as a high level of experience and knowledge on the technical aspects of traffic management and traffic related legislation, standards, guidelines, codes of practices in South Australia.

POSITION OBJECTIVES

- To develop integrated traffic management solutions that improve safety for all road users, improve neighbourhood liveability and encourage sustainable transport modes.
- To positively contribute to the implementation of the Council's On-Street Parking Policy and traffic management function, in consultation with the Manager, Traffic & Integrated Transport and Senior Traffic Engineer, to improve equitable access to safe and convenient on-street parking across the City.
- To provide well-informed sound practical advice, using accurate data and develop effective and where possible and required, innovative solutions.
- To work together effectively and efficiently 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 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 for the position.
- Assist with the implementation of the Council's On-Street Parking Policy and Traffic Management Function.
- Review and address customer requests, enquiries and complaints regarding traffic management and on-street parking issues.
- Undertake investigations associated with traffic management and on-street parking concerns raised by citizens and prepare reports, correspondence, solutions and recommendations.
- Process National Heavy Vehicle Regulator portal permit requests.
- Assist to organise events such as Ride to Work/School Day.
- Prepare and review Work Zone Traffic Management Plans, as required.
- Coordinate discussions with residents, businesses, consultants, as well as internal stakeholders to discuss, engage or consult on traffic management related issues, including on-street parking.
- Negotiate and liaise with officers from the Department for Infrastructure and Transport (DIT), other councils and transport engineering consultancy, as required.

TRAFFIC ENGINEER
POSITION & PERSON DESCRIPTION
April 2025

Performance Indicators

- Assigned responsibilities administered in accordance with the delegated authority.
- Timely and effective delivery of the services associated with City's traffic management to the expected level of quality and standards, on time and within allocated budget.
- Effective communication and appropriate advice provided on traffic management including for events, emergency responses, on-street parking and special projects.

2. REPORTING & STRATEGIC PLANNING
--

- Assist with the collection of traffic data and maintain traffic counts throughout the City and collate, analyse and interpret data for evidence-based reporting.
- Provide advice and formulate effective practical solutions in the planning and delivery of traffic management, as required.
- Assist to prepare, maintain and review traffic related engineering standards, policies and requirements, as required and ensure that best practices principles are met.

Performance Indicators

- Traffic counts and traffic management data is accurately collated, analysed and interpreted in a timely and proficient manner.
- Reports are prepared accurately and include the relevant background information and supporting documentation.
- Practical solutions are provided in the planning and delivery of projects.

3. PROVISION OF SERVICES & ADVICE
--

- Provide sound and practical technical advice in respect of Development Applications, Outdoor Dining Applications, Council projects and asset renewal programs.
- Exercise judgement and initiative to address all enquiries and resolve citizen's concerns and issues and refer matters to the Senior Traffic Engineer and Manager, Traffic & Integrated Transport, as appropriate.
- Liaise effectively and efficiently with stakeholders including Elected Members, staff, residents, property owners, Government Departments, funding bodies and service authorities.
- Assist to facilitate community consultation processes associated with traffic management in a manner that enhances effective working relationships between the Council and the community.
- Investigate and advise on the installation of traffic related infrastructure.
- Advise and inform other staff of traffic related matters.

Performance Indicators

- Practical and accurate technical advice and responses associated with traffic management is provided in a timely manner.
- Enquiries, complaints and issues are addressed a timely, effective and considered manner.
- Relevant stakeholders are kept engaged, informed and involved in decision making.
- Positive working relationships are maintained with the community to facilitate delivery of the Council's strategic goals and objectives associated with traffic.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- A relevant qualification or equivalent experience in traffic & transport management, investigation, analysis and design.
- Experience in addressing challenging situations, diverse people and interests and resolving complex problems.
- Ability to develop concept designs of traffic management solutions that meet Australian Standards and Guidelines
- Ability to assess planning and building developments in relation to traffic, parking and access requirements.
- Ability in the use of AutoCad, AutoTurn, GIS, Microsoft XCEL and Word software.
- Comprehensive knowledge of Traffic Management for all modes of transport, road safety principles, and on-street and off-street parking requirements.
- 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 difference stakeholder groups including citizens, other staff and State Government bodies.
- Ability to work in an efficient, effective and timely manner.
- Ability to assess and interpret data and undertake traffic related investigations.

DESIRABLE CRITERIA

- Experience in delivering and overseeing community consultation.
- Experience working within Local Government.
- Knowledge of good governance principles and practices and the role and responsibilities of Local Government.
- Technical Knowledge 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.*

The DIT Manual of Legal Responsibilities and Technical Requirements, Part 2 Code of Technical Requirements.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- 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.
- 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.

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)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)

TRAFFIC ENGINEER
POSITION & PERSON DESCRIPTION
April 2025

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.

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.



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 Traffic Engineer.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

TRAFFIC ENGINEER

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*.