



City of  
Norwood  
Payneham  
& St Peters

# MANAGER, TRAFFIC & INTEGRATED TRANSPORT

## POSITION & PERSON DESCRIPTION

July 2019

### 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

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

**NO. OF 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  
Senior Officer, Level 6  
*Subject to qualifications, skills and experience.*

Five (5) year Fixed Term Contract

## 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 & 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 needs and is expected to achieve these outcomes by:-

- analysing data;
- strategic planning associated with integrated and sustainable transport and making recommendations (as required) in respect to issues associated with traffic management and on-street car parking;
- developing traffic management plans;
- providing advice and assistance in the preparation of Master Plans and other strategic documents as required;
- responding to an providing advice and service to Elected Members, citizens and staff as requested;
- co-ordinating traffic management advice across the organisation; and
- negotiating positive solutions and outcomes for traffic management and an on-street parking issues across the City of Norwood Payneham & St Peters.

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 to traffic management.

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

- best practice access and egress;
- 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;

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.

The Manager, Traffic & Integrated Transport is expected to have an excellent practical working knowledge of traffic related legislation, standards, guidelines, codes of practices and a sound working knowledge of the principles of sustainable and integrated transport and movement systems.

The Manager, Traffic & Integrated Transport is also expected to consider the principles of disability access and the Council's policy and strategies, such as the *Access & Inclusion Strategy* to deliver effective traffic management solutions.

The Manager, Traffic & Integrated Transport will be responsible for the development of an integrated and sustainable transport policy including the development of a comprehensive transport policy and integration of a transport and land-use policy.

## **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 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 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 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 Councils 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:
  - on-street parking controls (at a strategic level);
  - 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.

#### **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 special 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.
- Undertake and manage 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 Council's 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* and *Black Spot* funding.
- Develop strategies for the management and prioritisation of on-street car parking.

### **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* and *Black Spot* funding.

### **3. Project Management**

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

### **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 complaints 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.
- Train, advise, inform and mentor 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.

<b>ORGANISATIONAL RESPONSIBILITIES</b> <b>Key Responsibilities &amp; Key Tasks</b>
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<b>1. CORPORATE GOVERNANCE</b>
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- 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, Australian Business Excellence Framework (ABEF).
- 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**

- Tertiary Education in Civil Engineering or project Management is essential.
- Qualification in Road Safety Audit is desirable.

### **KNOWLEDGE**

- 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 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 and the role and responsibilities of Local Government.
- Comprehensive knowledge of Traffic Management and Road Safety Principles, regulatory services principles and parking and traffic movement as it relates to access, egress, increasing the use of public space and crowd and event management.
- Knowledge of vehicle classifiers and accessories.

### **SKILLS**

- Ability to gather, assess and interpret data and undertake traffic related investigations.
- Ability to work in an efficient, effective and timely manner.
- High quality written, verbal and non-verbal communication skills.
- A high standard of report writing skills, report preparation skills, evaluation skills.
- Ability to draft various types of correspondence that is clear, concise and contains meaningful content.
- Excellent interpersonal skills and the ability to liaise with stakeholder groups, use empathy, listening and understanding to identify issues and adapt personal style to deliver high quality customer service.
- Negotiation skills
- Ability to manage public funding, and corporate budgets.

### **EXPERIENCE**

- Experience in delivering and overseeing community consultation is essential.
- Experience in addressing challenging situations, diverse people and interests and resolving complex problems is essential.
- Technical experience in Traffic Engineering and Traffic Management disciplines is essential.
- Experience working within Local Government is highly desirable.

### **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.

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**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*
  - *Development Act 1993 and Development Regulations 2008*
  - *Road Traffic Act 1961*

**JOB REQUIREMENTS**

- National Criminal Record (Police) Clearance
- Completion of training & attainment of skills applicable to Award Classification.
- WHS competencies and training requirements include:
  - WHS Awareness
- Attend training courses and other relevant staff development sources and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.
- Some out of hours is required on an as needed basis.
- A Class C license

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**DATE POSITION CREATED:** July 2019

**DATE CURRENT INCUMBENT APPOINTED:**

**DATE CURRENT INCUMBENT TO COMMENCE:**

**EMPOWER REVIEW SCHEDULED FOR:**

**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:**

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Mario Barone PSM  
**Chief Executive Officer**

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Date

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Carlos Buzzetti  
**General Manager, Urban Planning & Environment**

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Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Manager, Traffic & Intergrated Transport has been read and agreed to by

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**Manager, Traffic & Integrated Transport**

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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.

#### 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.

#### 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

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

#### 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.

#### 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

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

#### 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.

#### 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 strive for excellence in everything we do and we encourage innovation and quality.

#### 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.

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

#### Integrity

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

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

#### 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.

#### 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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