

# Position Description

## Senior Designer - Cycling

Division	City Services
Business Unit	City Infrastructure and Traffic Operations
Grade/Band	6
Date position description approved	January 2023

### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030-2050 – Continuing the Vision – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six-core values guide everything we do at the City.

### Primary purpose of the position

This position will develop designs and obtain approvals for infrastructure to support cycling in the City whilst also considering the needs of other users and uses.

Develop and apply technical standards to the design, implementation and management of assets in line with asset management principles, environmental sustainability best practice, operational requirements and the City's 2050 vision.

Apply specialist technical knowledge to the programs and initiatives of the City and in the provision of advice to internal and external customers.

### Key accountabilities

- Manage the development, design, approval and delivery of projects which improve safety, access and amenity for people cycling and walking
- Prepare civil construction, public domain, cycling, pedestrian and traffic management project concepts, detailed designs and associated project documentation

- Provide professional subject matter advice and information to relevant stakeholders on emerging project risks and issues, and present recommendations and mitigation plans to ensure project delivery is in line with established plans, budgets, timeframes, programs, objectives and priorities
- Develop, manage and implement community engagement, consultation and liaison of internal and external stakeholders during the planning, development, implementation and review of projects to maximise outcomes of projects, compliance to City's policies and practices, and conformance with statutory requirements and standards
- Lead and manage end-to-end project procurement and contract management activities in accordance with City's policies and the Local Government Act to achieve competitive pricing, demonstrate value for money and ensuring suppliers comply with their contractual obligations
- Deliver key strategic projects by developing cooperative partnerships with Council staff, adjoining councils and other external agencies including government agencies such as the NSW Police, Transport for NSW, State Transit Authority and Bicycle User Groups
- Prepare reports with necessary technical justification, complete performance reporting and make recommendations to Council and to the Local Pedestrian, Cycling and Traffic Calming Committee for consideration of cycling, pedestrian, traffic and parking facilities
- Review and develop technical specifications and standard drawings for bicycle infrastructure for the City's Sydney Street Technical Specifications.

## Key challenges

- Ensure cycling designs and strategies are in line with cycling guidelines, regulations, policies and Australian Standards
- Develop and deliver projects to improve cycling safety, access and amenity across the Local Government Area in accordance with the Cycle Strategy and Action Plan 2018 – 2030.

## Key relationships

Who	Why
<b>Internal</b>	
Principal Engineer, Infrastructure Design	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide professional subject matter advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Teams	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members</li> <li>• Lead discussions and decisions regarding key projects and deliverables</li> <li>• Work collaboratively with team members</li> <li>• Provide technical advice and solution-based outcomes</li> </ul>
Internal Stakeholders	<ul style="list-style-type: none"> <li>• Provide technical advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>

Who	Why
<b>External</b>	
External Stakeholders	<ul style="list-style-type: none"> <li>Engage in, consult, provide advice and negotiate the development, delivery and evaluation of projects</li> <li>Manage needs, expectations and resolve issues</li> </ul>
Vendors, Service Providers and Consultants	<ul style="list-style-type: none"> <li>Communicate needs, facilitate routine business transactions and resolve issues</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key dimensions

### Decision making

- Comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- Accountable for technical decisions regarding project objectives, the day-to-day work program for themselves and contractors, and for the provision of advice to team members and relevant stakeholders on policies, standards, programs and activities.
- Resolving problems relating to programs and for developing and recommending cycling related management strategies, policies and maintenance procedures, updating data bases, liaising with external authorities and recommending works programs.

### Reports to

Principal Engineer, Infrastructure Design

### Number of direct reports

Nil

### Number of indirect reports

Nil

## Essential Knowledge, Skills & Experience

- Degree level in Civil Engineering or demonstrated extensive infrastructure design experience either from public sector or consultancy background specifically related to Traffic and Design.
- Experience in preparing designs and managing projects in civil, cycling and traffic infrastructure.
- Experience in dealing with Public Utility and State Government Authorities and understanding of the impact of authorities on costs and lead-time for approvals on projects.
- Problem solving and decision-making skills specifically regarding investigation of, and reporting on civil, cycling infrastructure and traffic management problems.
- Knowledge and experience with AutoCAD and Autodesk Civil 3D or equivalent software in preparing designs and drawings of civil, drainage and cycling infrastructure.

- Experience in preparing briefs, managing contracts with consultants and financial management processes including input to budget preparation, expenditure forecasts and ensuring timely payments to consultants.

## Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
Relationships	<b>Work Collaboratively</b>	<b>Advanced</b>
	Communicate and Engage Respectfully	Adept
	Community and Customer Focus	Intermediate
	Influence and Negotiate	Adept
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Adept
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
Resources	Finance	Intermediate
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept