

SENIOR TRANSPORT PLANNER

POSITION DESCRIPTION

Position Title:	Senior Transport Planner
Responsible To:	Team Leader, Traffic and Transport
Council Portfolio	City Infrastructure
Council Program:	Infrastructure
Classification Level:	Salaried, Level 8

Overview of Portfolio

The City Infrastructure Portfolio is responsible for Council's infrastructure assets, strives to make it easier to conduct business in our City and leads the Council's property portfolio and commercial businesses to generate income.

Overview of Program

The Infrastructure Program provides effective whole of life planning and management of our diverse community infrastructure assets and seeks partnerships with government bodies to deliver on Council's strategic plans, stimulating the local economy and supporting existing community needs and future growth.

Key Relationships / Interactions

Internal	Employees across the Infrastructure Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Elected Members State Government agencies, including (but not limited to): • Department for Infrastructure and Transport • Renewal SA • Department for Premier and Cabinet • Department of State Development • Department for Environment and Water • SAPOL & Emergency Services Industry Bodies including (but not limited to): • Australian Institutes of Landscape Architects • Australian Institute of Architects • Property Council of Australia • Urban Development Institute of Australia • Local Government Association • Engineers Australia • Transport Professionals Australia Consultants Stakeholders, Developers and Land Owners, including the Community University and Research Organisations Transport Industry and Professionals Residents and the public

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Primary Purpose

As part of the Infrastructure Program the Senior Transport Planner provides strategic transport, movement and accessibility advice within the City of Adelaide. It is also a key role influencing and contributing to outcomes for transportation with other stakeholders including the State and Australian Governments.

The role provides complex professional advice and input into the research, development, implementation and monitoring of a range of transport, movement and access strategies that contribute to the overall success of Council's Strategic Plan, supporting strategies/plans and city transformational projects.

Responsibilities

The Senior Transport Planner is responsible for;

- Leading or contributing to the development and implementation of transportation improvements across the city with a balanced and strategic approach, and applying creative and effective strategy and strategic advice for the City of Adelaide's transport requirements.
- Ensuring strategic transport objectives are integrated across Council, working with the others in the Infrastructure Program and other programs including Park Lands Policy & Sustainability.
- Providing specialist transport advice, including quality and well researched analysis with a focus on future development and changing city needs, including advice on emerging trends and initiatives.
- Providing input and leadership on strategies and projects related to transport, movement and accessibility.
- Developing, formulating and contributing to effective integrated transport strategies, legislation, policies and guidelines, that will deliver the actions outlined in the City of Adelaide's Strategic Plan and Integrated Transport Strategy.
- Identifying project and funding opportunities, obtaining data/research, preparing grant funding submissions and related tasks.
- Managing project budgets and expenditure, resource planning and scheduling task coordination for transport planning projects and initiatives.
- Providing transport planning advice and manage different modes of transport including Council's shared micromobility and city connector bus programs
- Establishing and maintaining relationships with community groups, relevant transport organisations and government agencies to support the delivery of transport and movement strategies and initiatives.
- Providing specialist transport network planning advice to the development of city transformational projects (such as Integrated Transport Strategy Implementation Plan, School Travel Safety Implementation Plan project, East-West Cycleway, Public Realm Greening Program Kerbside and Parking Management Policy development project, and major development projects), and seek to ensure that their development is consistent with Council's transport, movement and accessibility objectives and strategies.
- Managing external consultants/contractors and lead and facilitate strategic community consultation activities that encourage public feedback and input into the development of transport, movement and accessibility strategies and projects.
- Developing detailed strategies, briefing memos, presentations and reports as required for consideration by Executive Leadership Team and Council.
- Providing concise reporting to the Managers, Associate Director, Executive Leadership Team and/or Council on transport, movement and access planning matters.
- Responding to transport related correspondence within set time frames and in plain English.

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- Assisting with procurement and contract management of consultants on behalf of Council including brief preparation, tender evaluation, performance review, financial administration and project status reporting.
- Being responsible for the day to day running of projects, liaison with internal and external stakeholders, presentations and other project activities as required.
- Supporting the Team Leader Traffic and Transport in the development and application of systems and processes and knowledge sharing within the Traffic and Transport team.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Position Criteria

Qualifications	A tertiary qualification in transport planning, civil engineering, traffic engineering or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Experience in providing direction to project team members. Ability to provide both lead and supporting roles in the delivery of transport, movement and accessibility projects, including the management of consultants to achieve innovative and smart solutions within time, cost and quality assurance objectives.	Essential
Financial Skills & Acumen	Experience with budget management principles and practices. Ability to identify funding strategies and proactively seek to establish funding streams to implement transport projects. Provide input and advice on the viability of projects prior to approval, including pre-feasibility and due diligence.	Essential
Technical Knowledge & Experience	Experience in initiating, shaping and delivery transport network strategies and multi-modal transport planning and projects particularly within a major/capital city context. Demonstrated experience and proficiency in the management and delivery of strategic transport planning projects with an emphasis on multi-modal, transport, land-use and urban design integration. Excellent understanding of transport infrastructure and design process and contemporary urban design principles. Excellent understanding of the Safe System Approach to road safety. Knowledge in traffic, transport and infrastructure engineering disciplines including practical design of walking/wheeling, cycling/micromobility, public transport and motorised vehicle movement systems. Experience in managing project teams. Knowledge of the principles and practice of traffic engineering, parking management and emerging transport planning trends, principles and operations with an understanding of transport operations and function. Understanding of traffic/road/parking and events legislative environment as it relates to local government. Experience in preparation of project briefs, procurement and contract management of planning and design consultants. Experience in the preparation of Traffic Impact Statements. Knowledge and ability to interpret the Code of Technical Requirements for the Legal Use of Traffic Control Devices, the Road Traffic Act (1961), relevant Australian Standards and Austroads Guidelines, and The Australian Road Rules (1999).	Essential
	Knowledge and understanding of Healthy Streets Framework.	Desirable

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	Extensive professional working experience in Transport in private and public sectors. High level of proficiency using Microsoft Office software with desirable experience/understanding of using transport modelling, project management, GIS, AutoCAD software and Revu Bluebeam (or similar) software.	
Project Management	Demonstrated project management skills, including effective ability to set strategic direction of large and complex transport, movement and accessibility projects. Well-developed project and consultant management skills that underpin the timely development of strategies, projects and programs, and assist in cross function collaboration and integration. Ability to provide input and advice on complex multi-agency transport projects including the effective relationship management between organisations, consultants, contractors and internal programs.	Essential
Innovation & Initiative	Demonstrated ability to think conceptually, creatively and strategically and experience in applying/managing best practice business principles and practices to deliver programs, policy and procedures.	Essential
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility, with a focus on lateral thinking to find solutions and opportunities to progress projects and challenges.	Essential
Collaboration & Communication	Ability to build positive relationships and consult, negotiate and communicate effectively with all levels of Council management and staff, government agencies, stakeholders including the community, education and industry sectors, both verbally and in writing. The ability to build and maintain cross program relationships. Well-developed negotiation skills, and a proven ability to negotiate excellent transport, movement and accessibility outcomes. Excellent graphic, presentation and communication skills	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system Excellent organisational, time management skills, system development and risk assessment skills.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.