

WHITEHORSE CITY COUNCIL

Position description

Job title: Senior Transport Engineer – Major Transport Projects	
Classification: Band 7	Effective Date: June 2025
Reports to: Project Manager Major Transport Projects	Tenure: Temporary Full Time (Internal Secondment Position)

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will undertake transport engineering tasks regarding major Victorian Government transport projects that promote safe, sustainable, active, accessible and convenient travel within the City of Whitehorse. The role requires internal and external discussion for the delivery of transport related outcomes that form part of the major strategic / transport infrastructure projects being undertaken by other levels of government.

Key Responsibilities

Position Specific Responsibilities

- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus.
- Provide advice to Council staff and external stakeholders on traffic and transport matters that relate to major Victorian Government transport projects such as North East Link and Suburban Rail Loop, including:
 - Provide advice and recommendations to internal stakeholders regarding the traffic and transport impacts of Victorian Government projects.
 - Review and provide comments on project designs, traffic management plans and other relevant construction and project plans.
 - Review and provide consent to temporary part or full road closure permits and work zone permits.
 - Investigate and provide advice regarding transport impacts of projects on local roads, walking and cycling infrastructure, public transport infrastructure and services, and car parking.
 - Review technical reports regarding traffic and transport matters and provide advice to internal and external stakeholders.
 - Manage traffic and transport consultants appointed to assist with projects and services.
 - Review and comment on Statutory and Strategic planning referrals, including those relevant to precinct planning.
 - Arrange and analyse traffic and parking surveys.
 - Investigate and develop traffic and transport proposals to mitigate project impacts.
 - Represent Council at relevant stakeholder meetings, e.g. Traffic Management Liaison Groups.
- Provide support to the Senior Project Engineer to co-ordinate and supervise site works to ensure compliance with relevant acts, Council standards, regulations and guidelines relating to assets to be managed by Council.
- To assist the Senior Project Engineer to provide co-ordination of advice on construction management, as well as contractor supervision, to meet relevant standards through the design and construction phases of project delivery.
- To assist the Senior Project Engineer to professionally interact with Council Officers and other technical advisors (including those outside of the organisation), to ensure Council's interests are presented and protected in the design and implementation of infrastructure work.

- Perform other duties as required by management.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Authority

Budget: Nil

Staff responsibility:

This position has no direct staff responsibility however motivating, developing and mentoring of other officers, contract and casual staff is required. The position will manage external consultants and contractors to ensure successful project delivery.

Decision Making:

The position has a variety of industry and best practice standards that can be used to provide traffic management solutions to a number of different problems. It is often necessary to think laterally and be flexible in finding solutions to traffic, parking and road safety problems. The officer will be a senior and experienced Transport Engineer and will make traffic management and transport decisions from their experience and knowledge and provide guidance to other staff and contractors, as required. The position will manage their own workload with minimal supervision or direction.

Key Relationships

The position will liaise with the community, industry bodies, government agencies, contractors, consultants and a variety of Council staff, management and Councillors throughout the organisation.

Skills and Attributes

Qualifications and Experience:

- Registered Professional Engineer (Civil) in Victoria.
- Bachelor of Civil Engineering degree or post-graduate Master of Engineering degree in civil engineering.
- Several years' relevant experience in the traffic and transport field within Local Government or a similar industry.
- A valid Victorian driver's licence.

Technology:

- Proficient in computer skills on packages such as Word, Excel, PowerPoint, internet, GIS systems and email (Outlook).

Interpersonal:

- Ability to write reports and correspondence regarding traffic and transport issues.
- Ability to manage a variety of complex tasks concurrently.
- Excellent written, verbal communication and presentation skills.
- Ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community and other key stakeholders.
- Must be able to liaise effectively across departments to discuss and resolve specialist matters.
- Represent Council in a positive and professional manner.

Leadership/Management:

- Ability to work with other staff within the Major Transport Project (MTP) team and broader organisation.
- Ability to manage own time to successfully complete projects with conflicting pressures and resources available within set timeframes.
- Ability to work independently with minimal supervision but also provide input within a team environment.
- Working knowledge of the political environment within local and state government.
- Demonstrated experience in the management of Victorian Government transport projects within a local government environment.
- Experience and knowledge of the Local Government Act and other legislative requirements and frameworks.
- Proficiency in the application of traffic and transport management best practice to resolve issues and implement opportunities using a flexible approach to problem solving where applicable.
- The position includes inherent physical requirements. Please refer to the Physical Requirements Checklist for more information.
- The position may be required to attend out of hours meetings.

Key Selection Criteria

- Registered Professional Engineer (Civil) in Victoria.
- Bachelor of Civil Engineering degree or post-graduate Master of Engineering degree in civil engineering.
- Demonstrated experience in the management of Victorian Government transport projects within a local government environment.
- Excellent written, verbal communication and presentation skills
- Ability to gain cooperation and assistance from other Council staff, contractors, consultants, the community and other key stakeholders.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed sometimes	
Hand/Arm Movement Tasks involve use of hand/arms		Performed sometimes	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed sometimes	
Standing Tasks involve standing in an upright position		Performed sometimes	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed sometimes	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed sometimes	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Performed often	