

Job title: Senior Transport Project Officer	
Classification: Band 6	Effective Date: February 2022
Reports to: Transport Coordinator, Engineering & Investment	Tenure: Temporary full time

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

Implement behaviour change programs that aim to reduce road fatalities and injuries, whilst encouraging the use of sustainable and active modes of transport.

Key Responsibilities

Position Specific Responsibilities

- Develop, integrate, co-ordinate and evaluate community behaviour change programs relating to road safety, sustainable transport and active transport.
- Provide support to the Transport Coordinator and staff working on similar programs and projects.
- Implement and evaluate relevant policies and strategies such as the *Whitehorse Community Road Safety Strategy*, the *Whitehorse Integrated Transport Strategy* and the *Whitehorse Cycling Strategy*.
- Prepare and deliver verbal and written presentations and community engagement activities to internal and external stakeholders.
- Identify, prepare and manage submissions for relevant funding and grants.
- Manage capital and operational projects including the preparation of concept briefs, funding submissions, specifications and project plans.
- Collect and analyse road crash statistics and other relevant transport and demographic data.
- Provide high level advice to management and Council on local, regional, and state-wide road safety, sustainable transport and active transport issues.
- Liaise with relevant internal and external stakeholders regarding infrastructure and enforcement activities that compliment transport education programs.
- Develop and maintain collaborative partnerships with public agencies and private organisations to ensure programs represent best practice.

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.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

- The position will make decisions on the best ways to implement Council's key transport strategies, including identifying issues and making recommendations to achieve the objectives of the strategies.
- Prepare, monitor, report and manage relevant sections of the transport operational and capital budgets.

Key Relationships

- The position will liaise with relevant Council employees, Local, State and Federal Government representatives (particularly VicRoads, Victoria Police and the Transport Accident Commission), schools, community groups and businesses.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Tertiary qualification in a relevant field.
- Extensive experience in developing, implementing and evaluating behaviour change and community development programs and/or other transport related programs.
- Strong research, statistical, and project management skills.
- Knowledge of social marketing principles.
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Technology

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

Interpersonal

- Must have strong interpersonal and presentation skills that enable communications to be tailored to individual audiences to influence behaviour change in an engaging way
- Demonstrated skills and experience in stakeholder management and community engagement including the ability to gain cooperation, support and assistance.

Leadership/management:

- Demonstrated ability to provide leadership in the development and implementation of policies, strategies and actions.
- Demonstrated ability to liaise, communicate and influence a diverse range of internal and external stakeholders.
- The role is expected to appropriately manage sensitive communication with internal and external stakeholders.
- Demonstrated skills in working independently whilst managing conflicting pressures. Manage your own time and setting priorities to deliver set objectives in a challenging environment.

Key Selection Criteria

- Relevant qualifications and extensive experience in developing, implementing and evaluating behaviour change and community development programs.
- Strong interpersonal and presentation skills that enable communications to be tailored to individual audiences to influence behaviour change in an engaging way, particularly with school students and community groups.
- Demonstrated skills and experience in stakeholder management and community engagement.
- Strong research, statistical, and project management skills.
- Demonstrated skills in managing time and setting priorities to deliver set objectives in a demanding environment.

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	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
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 regularly	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Required	

Any other relevant comments: