

Position title: Technical Officer (Parking Review)	
Classification: Band level 5	Effective Date: August 2026
Reports to: Co-ordinator Integrated Transport	Tenure: Fixed Term (12 months)

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

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

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will undertake tasks that promote safe, sustainable, active, accessible and convenient travel throughout the municipality. In particular, the position will undertake a comprehensive review of existing parking restrictions within the Box Hill Major Activity Centre (MAC).

To ensure that parking restrictions within the Box Hill MAC are consistent with other major activity centres, there is a need to review and alter all existing parking restrictions to operate for longer hours during weekdays, weekends and nights, seven days per week.

Key Responsibilities

Position Specific Responsibilities

- Contribute to the development of a culture of quality, sustainability, industry best practice and customer focus across the Integrated Transport Team;
- Undertake a comprehensive review and inventory of existing on-street car parking spaces and parking restrictions within the Box Hill MAC. This will also include a review of all existing Loading Zones, Work Zones, Accessible Parking Spaces and any other parking related areas that need to be reviewed;
- Review and coordinate non-compliant parking restriction and traffic signage and line marking and liaise with internal Council stakeholders, such as the Community Safety and City Services Departments.
- Reviewing parking meter requirements ie. what alterations are required to ticket machine information;
- Identifying opportunities to increase on-street car parking and improve traffic safety at intersections ie. reviewing parking near intersections to improve visibility;
- Review the existing number of parking sensors within the Box Hill MAC and discuss with Community Safety if additional parking sensors are required;
- Review and improve parking space line marking and signage, where required;
- Liaise with Council's Engagement and Communication Department to prepare a Communications Plan for any proposed parking changes in the MAC. This may include translated communication in various languages.
- Consult with residents, businesses and other stakeholders directly affected by any proposed parking restriction changes;
- Subject to community feedback, prepare works requests for the implementation of parking restriction and traffic signage, line-marking and other maintenance works.



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.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position has a variety of industry and best practice standards that can be used to provide parking solutions to a range of different problems. It is often necessary to think laterally and be flexible in finding solutions to improving parking conditions in the Box Hill MAC. Guidance will be available.

Specialist Knowledge and Skills

Licences:

- A valid Victorian driver's licence.

Technology:

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

Qualifications and Experience

Qualifications/ Certificates:

- Undertaking final year or have completed tertiary studies in Bachelor of Civil Engineering (or similar).

Interpersonal Skills

- Ability to respond to all correspondence regarding the Box Hill Parking Review.
- Good written, verbal communication and presentation skills.
- Must be able to liaise effectively across various Council departments.
- Must be able to represent Council in a positive and professional manner.



Key Relationships:

- The position will liaise with the wider community, traders and a variety of Council staff throughout the organisation.

Management Skills

- Ability to prioritise own work and manage deadlines.
- Ability to develop skills and knowledge.
- Ability to work independently, whilst also providing input within a team environment.
- Good level of project management skills.
- Basic level of experience and knowledge of the Local Government Act.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Key Selection Criteria

1. Currently undertaking final year or have completed tertiary studies in Bachelor of Civil Engineering (or similar).
2. Good written, verbal communication and presentation skills.
3. Ability to prioritise own work and manage deadlines.
4. Ability to work independently, whilst also providing input within a team environment.
5. Good level of project management skills.



Physical Requirements

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