



Position Description

Supervisor

Position Title	Senior Transport Engineer
Division	Infrastructure
Section	Infrastructure Planning
Reports to	Transport and Stormwater Engineering Planning Manager
Grade	18
Direct Reports	1-3
Indirect Reports	0

Position purpose

Oversee and manage the provision of transport and traffic engineering services to enhance transport efficiency and improve road safety. This is achieved through integrating traffic management, operations, transport planning, economics, freight, road safety, public transport and non-motorised transport modes.

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Provide specialist engineering support to the Infrastructure Planning Group and other Council sections including specialist advice on transport engineering issues as they arise;
- Manage and coordinate the activities of the Transport Planning team in providing timely and accurate transport and traffic engineering and road safety services to the community;
- Assist with the development of transport infrastructure works programs, including criteria for prioritising works, cost estimation and reporting;
- Manage the delivery of outcomes to ensure the goals of the Operational Plan and Delivery Plan are achieved;



- Provide continuous monitoring and period reporting of financial information within the approved annual budget allocation for specific works and programs;
- Assist with the development of Council transport strategies and policies;
- Provide specialist engineering support to the delivery of infrastructure works projects;
- Review, interpret and respond on traffic modelling reports including analysis of SIDRA and AIMSUM outputs;
- Work and liaise with the Project Delivery Group to ensure the successful delivery of transport design and construction capital works projects;
- Ensure all projects being managed are in accordance with Council Project Management Framework and that files are kept up to date for all major projects and programs;
- Investigation and reporting on traffic matters referred to the Local Traffic Committee;
- Support the implementation of the NSW Government's Local Government Road Safety Program in Council;
- Liaison with key stakeholders such as Transport for NSW and bus operators;
- Respond to the community on relevant transport and traffic matters as part of Council's Customer Request Management system, guided by Council's customer service charter;
- Collection and analysis of data including road crash data, traffic volumes, traffic speeds and parking utilisation; and presentation of this data in a clear and concise manner;
- Highlight crash data trends and identify appropriate countermeasures to improve road safety;
- Preparation of relevant funding submissions and subsequent reporting for state and federal grant programs;
- Ensure that any works and procedures meet appropriate technical standards and statutory requirements;
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I ensure that roles and responsibilities are clearly communicated• I actively listen to the concerns of my staff and customers• I keep my team members informed• I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none">• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others• I ensure that the actions of myself and others are focused on achieving organisational outcomes• I take responsibility for the behaviour and performance of my staff members within the workplace• I deal with issues when they arise
Professionalism	<ul style="list-style-type: none">• I lead by example• I set clear objectives and goals for my team to achieve• I contribute to the change process and see change as an opportunity to improve performance• I ensure my team is working well together
Integrity	<ul style="list-style-type: none">• I maintain confidentiality• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same• I am fair and consistent in my dealings• I am honest with my staff
Teamwork	<ul style="list-style-type: none">• I acknowledge the achievements of my team members• I encourage a positive working environment• I am engaged, enthusiastic and motivated• I mentor and coach my team



Document Endorsement

Date 07/05/2018

Group Manager

Transport and Stormwater Network

Date 07/05/2018

Director

Infrastructure

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
