

POSITION TITLE	Manager Transport
GROUP / DEPARTMENT	Infrastructure
REPORTING TO	Director Infrastructure
DIRECT REPORTS	Supervisor Road Construction Supervisor Road Services Development Engineer Road Safety Officer
EMPLOYMENT BASIS	Permanent Full time (70 hour fortnight) Local Government State Award
BAND/LEVEL	Band 3 Level 4
GRADE	Grade 16
APPROVED BY	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION OBJECTIVES

The Manager Transport is responsible for leading the management and delivery of infrastructure services related to Edward River Council's Road and transport assets.

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

Business Accountabilities

- B Road Safety Management
- B Roads Administration
- B Roads to Recovery
- B TechOne Works Orders Management - Transport
- B Transport for NSW - State Highways
- B Regional Roads
- B Urban and Rural Road Management
- B Public Lanes and Carparks
- B Kerb & Gutter and Driveway Management
- B Footpath and Pathway Management
- B Boat ramps management
- B Signage and Linemarking
- B Road furniture
- B Street Lighting Management
- B Gravel Pit Management

Operational Accountabilities

- O Road Maintenance Council Contract (RMCC)
- O Gravel Pit Safety Annual Return
- O Gravel Pit Mines Nominations Management
- O Gravel Pits Mines Manager
- O Quality Of Works Soils
- O Undertaking Flood Study and Reporting
- O Transport Related Grants

<p>B Road Reserve Management</p> <p>B Transport related Private Works</p>	
<p>LINKS (INTERNAL)</p> <ul style="list-style-type: none"> • CEO • Executive Team • Leadership Team • Manager Transport • Strategic Assets Officer • Council staff 	<p>LINKS (EXTERNAL)</p> <ul style="list-style-type: none"> • Government Departments • Other Local Governments • Contractors & suppliers • Industry organisations and associations • Community Stakeholders
<p>KEY DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Develop, implement and review the Transport portfolio contribution to the annual Operational Plan, other relevant strategies and plans, ensuring achievement of service and project delivery targets and timely reporting of service performance. • Develop, manage and review the Transport portfolio budgets, ensuring cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance. • Facilitate decision making by providing specialist advice, support and information regarding road and transport assets. • Lead and develop a culture of continuous improvement and customer service excellence that supports reliable road and transport assets by fostering a culture of disciplined project and portfolio management within the organisation. • Lead and promote communication and community engagement planning and delivery for the Transport portfolio to both internal and external stakeholder through Council's approved channels. • Lead, develop and manage staff in a way that is consistent with Council's values, policies and systems. • Identify, implement and monitor safe work practices for the Transport team and service, ensuring a systematic approach to managing risk in line with Council's WHS policies and procedures. • Manage Transport for NSW RMCC contracts, including fulfilling the role of RMCC Contract Manager. • Prepare, implement and manage Maintenance Management Plans for infrastructure asset classes that drives the operational and maintenance works in accordance with the Transport department. • Implement, monitor and report on capital works projects in liaison with the Manager Project and Capital Works and other managers. • Provide input to traffic considerations for community event management, including preparation of Traffic Management Plans and Traffic Control Plans • Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act. • Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct. • Other duties and responsibilities as directed within skills and abilities of the individual. 	
<p>SELECTION CRITERIA</p> <p>Essential</p> <ul style="list-style-type: none"> • Bachelor of Civil Engineering, Project Management or similar, or equivalent experience in a comparable role combined with ongoing professional development. • Contemporary knowledge and experience in managing roads operations. • Contemporary knowledge and experience in project management principles and practices, including financial management and reporting of projects. 	

- Contemporary experience developing and implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Demonstrated ability to think strategically and provide ideas and advice on innovation, change and service delivery.
- Demonstrated ability to collaborate with a breadth of stakeholders including government, business and community.
- Demonstrated ability to lead, develop and manage staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Highly developed written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- NSW WorkCover General Induction for Construction Works in NSW accreditation or equivalent (White Card).
- Current Drivers Licence.

Desirable

- Experience in Local Government.
- Knowledge of Technology One software.

COUNCIL RESPONSIBILITIES**Council Values**

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – We are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.