Position Description

Position Title	STRATEGIC TRANSPORT PLANNER
Directorate	City Futures
Department	Infrastructure Strategy
Team	Transport
Classification/Band	Band 6
Month/Year	October 2026
Reports to:	Team Leader Transport
Supervises:	Nil
Internal Liaison:	Statutory Planning, Strategic Planning, Parking Infrastructure Team, Infrastructure Strategy Department, Civil and Open Space Projects, Advocacy, Customer Experience, City Works, Placemaking
External Liaison:	Developers, Residents, Businesses, Visitors, Consultants, Victorian Government Departments, other Municipalities

Position Objectives

Your primary purpose in this position is to:

- Develop and implement strategic transport policies, strategies, plans and programs that support Council priorities and community outcomes, and provide a clear framework for action, investment and project delivery.
- Promote safe, accessible, sustainable and integrated transport outcomes that improve connectivity, inclusion and community wellbeing.
- Use transport data, evidence, policy and technical analysis to inform planning, investment and operational decisions.
- To provide technical advice to an expert level standard to support Councils interface with the Victorian and Federal Government on Transport related policy, management and investment matters
- To provide advice to an expert level standard to guide Councils Statutory Planners and Strategic Planners relating to the transport, traffic and parking implications of development proposal, including:
    - Practical application of the Planning Scheme and Australian Standards to facilitate positive land use change within the municipality
    - Assistance in direct correspondence and negotiation with developers
    - Providing proactive guidance through all stages of development planning processes
- To support the Transport Team in providing high-quality customer interface for the organisation covering key Civil Infrastructure matters, including but not limited to:
    - Transport, Traffic and Road Safety
    - Parking Management
    - Public Lighting
- To deliver clear, concise and effective information on Transport & Parking matters to influence and assist decisions by other internal stakeholders including Design Engineers, Place Makers, Executive and Council

Key Selection Criteria

In addition to the 'Qualifications and Experience' section below, you demonstrate the below experience and skills:

- A degree or diploma qualification in a related discipline, such as Engineering or Planning
- Experience developing and implementing transport policies, strategies, plans and programs, and translating

strategic objectives into practical action plans and outcomes.

- Practical and proven experience in either Local Government or Transport Consultancy of applying the Planning Scheme and Australian Standards to achieve development planning outcomes.
- Knowledge of transport planning, traffic management, parking, road safety, active transport and inclusive mobility, including relevant legislation, regulations, standards and guidelines.
- Demonstrated analytical and problem-solving skills, including the ability to interpret data, assess options and apply government policy to develop evidence-based solutions.
- Experience developing projects, business cases, funding submissions and transport initiatives, including securing external funding and meeting funding and reporting requirements.
- Ability to build effective relationships and work collaboratively with internal and external stakeholders to achieve positive transport outcomes.
- Highly developed written and verbal communication skills, including the preparation of reports, submissions, briefings and presentations, and the ability to negotiate and influence outcomes.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)
☒ satisfactory (and ongoing) Police Check
☒ current valid (and ongoing) Victorian Driver's Licence
☐ ongoing First Aid (Level 2) Certificate
☐ ongoing Cardiopulmonary Resuscitation (CPR)
☐ OHS Induction Construction (White Card)

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Functional Responsibilities	• Make an ongoing, positive contribution to the Directorate through effective and high quality delivery of the position objectives. • Make an ongoing positive contribution to the Organisation through alignment with organisational culture, values and care for the community. • Make an ongoing positive contribution to the Industry through upholding core engineering values and ethical standards.
Leadership and Accountability	• Assist the Coordinator Transport and Parking and Team Leader Transport to lead and direct the delivery of strategic transport planning and traffic engineering • Contribute as a technical expert to guide the Department Leadership Team, and other corporate project teams/working groups. • Promote a positive image by demonstrating professionalism, ethical work standards and a high level of integrity, displaying and promoting the organisational REACH values. • Implement and maintain health and safety standards and procedures according to legislation and consistent with Council policies.
Professional Advice and Specialist Expertise	• Apply expert level knowledge of relevant legislation including Traffic and Parking components of the Planning Scheme, Austroads Guidelines and Australian Standards to development planning matters. • Collaborate with internal and external stakeholders in providing effective traffic and transport planning services to the CGD community. • Acknowledge that the service provided by the team is specialist in nature and is relied upon to be delivered in a professional and respectful manner. • Recognise the broad range of stakeholders (customers, developers, Government Departments) seeking advice from the team, and ensure awareness and delivery is tailored to achieve desired outcomes. • Forecast and plan to ensure that the required data, research and analysis is proactively facilitated to ensure ongoing provision of high quality advice.

	• Undertake regular benchmarking and participate within the broader industry ensure expertise contemporary.
Customer Service	• Demonstrate skill at communicating complex and sometimes wicked engineering problems to customers in a courteous, professional and timely manner. • Provide a high level of customer experience to all customers, respecting the incredible diversity of the Greater Dandenong community.
Liaison, Engagement and Consultation	• Undertake appropriate and respectful community engagement when required. • Effectively liaise with external parties such as Developers, Consultants, other councils, the Department of Transport and Planning, and other relevant organisations to achieve a deep understanding of and support for Council's objectives and other matters of mutual interest.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > Capability Framework | Greater Dandenong Council

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > REACH | Greater Dandenong Council

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.

Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: o zero tolerance of racism and expectations that staff will act on incidents of racism o supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	• Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

☐ Not required.

☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.

☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster. (Refer to *'Working out of hours'* under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	**Task details (typical tasks)**	**Frequency (% of the working day)**			
		Rare/ Never <10%	**Occasional 11 – 33%**	**Frequent 34 – 66%**	**Constant >66%**
Working independently – *ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor*		☐	☐	☐	☒
Team based work – *works in a team of people and not exposed to isolation*		☐	☐	☒	☐
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – *high levels of attention required to minimise errors and ensure accuracy*		☐	☐	☐	☒
Concentrating – *high levels of concentration required while completing*		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
required tasks					
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – *required to exercise sound decision making while completing all aspects of the position*		☐	☐	☐	☒
Problem solving *– requirement to develop sound solutions to novel or unusual problems arising during the course of the day*		☐	☐	☐	☒
Reasoning – *required to exercise sound reasoning while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Judgement – *required to exercise sound judgement while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Short and long-term memory recall *– ready access to documented procedures or precedents to perform requirements of the position*		☐	☐	☐	☒
Emotional resilience – *exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control*		☐	☒	☐	☐
Interruptions – *frequency of interruptions to daily work plans and requirement to change work plans at short notice*		☐	☐	☒	☐

Physical Requirements

☒ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion.

☐ This position requires a vision test

☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes =50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting *– stay in a seated position*		☐	☐	☐	☒
Standing *– standing in an upright position, moving less than 3 steps*		☐	☐	☒	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Walking – *In an upright position, moving more than 3 steps*		☐	☐	☐	☒
Crawling – *Move on the hands & knees or by dragging the body close to the ground*		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – *To lower the body by bending forward from legs and spine, buttocks on or near the heels*		☒	☐	☐	☐
Kneeling – *To lower the body*		☒	☐	☐	☐
Bending – *To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds*		☒	☐	☐	☐
Reaching – *Extending arms out in any direction*		☒	☐	☐	☐
Twisting/trunk rotation – *Rotating the body to one side or the other without moving the feet*		☒	☐	☐	☐
Fine manipulation/pinch grip – *Fingers are on one side of the object and thumb on the other, typically without the object touching the palm*		☐	☐	☒	☐
Power/open hand grip – *Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended*		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – *Performing manual handling actions at or near ground level*		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – *Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders*		☒	☐	☐	☐
Pushing/Pulling – *Applying force to move something away or closer to one's self, including static positions*		☒	☐	☐	☐
Kilograms of force (kg.f) – *Amount of force or effort required to perform a specific task or part of a task*		☒	☐	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☒	☐	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- Where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Where involved in policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Have a formal input into policy development within their area of expertise and/or management.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- Require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- Where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

Management & Interpersonal skills

The essential position requirements include:

- Require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

- Be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			