

Position Description

A. POSITION PROFILE

Position:

Road Safety Officer

Grant Funded up to 30 June 2025

Position Evaluation:

Salary System Grade: 15

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award 2023
Permanent Full-time*

Additional Benefits:

*Lease back Vehicle option
Nine Day Fortnight*

Position Occupant:

Vacant

Department:

Deputy General Manager

Section:

Civil Works

Location:

Cootamundra ☒

Gundagai ☒

Direct Supervisor:

Manager Civil Works

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

To develop, implement and promote effective community road safety programs in conjunction with key stakeholders. To establish and implement a Road Safety Plan to encourage local residents to be safer drivers, pedestrians and road users. To develop and implement a range of strategies which will promote road safety in the local area in consultation and/or in conjunction with other road safety stakeholders.

C. KEY RESPONSIBILITIES

1. Contribute to improved road safety outcomes in Cootamundra-Gundagai Regional Council Area.
2. Challenges in raising the profile of road safety in the community to guide behavioural change.
3. Prepare and implement a Local Road Safety 2022 Year Action Plan for Council with particular emphasis on projects that utilise the Safe Systems approach to road safety.

D. DUTIES

1. Plan, develop and implement evidence based local road safety projects as agreed with Transport for NSW and as per the LGRSP Guidelines.
2. Facilitation of the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider community ownership and participation in road safety issues.
3. Implementation of NSW Local Government's Road Safety Program.
4. Application of and program alignment with the Local Government Road Safety Program Guidelines.
5. Contribution to state-wide and regional road safety.
6. Consultation with the local community (including Council colleagues, service providers, local stakeholders, businesses, groups and individuals) to develop and deliver road safety projects using the Safe Systems approach to road safety.
7. Consultation and collaboration with Local and State Government agencies and peak representative bodies, the media and educational establishments in order to develop a platform for delivering road safety messages and outcomes.
8. Meeting reporting, monitoring, evaluation and budget management requirements according to the Program Funding Agreement between the program partners, Council (the employer) and Transport for NSW (funder).
9. Council components of the position:
 - Assisting with the National Heavy Vehicle Register and authorize applications in NHVR Portal;
 - Preparation of reports, agendas, minutes and attendance at Local Area Traffic Committee Meetings;
 - Review Council's Road Safety Policy;
 - Arrange placement and data collation of Traffic Counters;
 - Answer enquiries relating to Caravans, School Bus runs and Bus stops, mobility scooters and pedestrians, 65plus and older drivers.
 - Custodian of Council's Bicycle Plan and other Community Safety Plans.
 - Public consultation with road safety and traffic issues,
 - Preparation of submissions for grant funds and administration of such
 - Road safety inspections and traffic incident follow up where required
 - Other general works in the Civil and Technical Services departments as required.

E. ESSENTIAL CRITERIA

1. Tertiary Qualifications in Behavioural Sciences, Education, Health Promotion, Marketing, Communications, Sciences, and related disciplines. Alternatively, extensive relevant experience.
2. Demonstrated strong analytical skills, to consult and network with key agencies, community groups, local businesses and other stakeholders to identify local road safety needs.
3. Apply the Guidelines to design, promote, implement, monitor and evaluate road safety community programs in line with funded program objectives.
4. Highly developed written and oral communication skills including report writing, negotiation skills and the ability to relate to people across a range of backgrounds.
5. Ability to provide informed representation of Council with a broad range of agencies, stakeholders, the media and the community.
6. Ability to effectively work individually and in a team environment with minimal supervision and the ability to work flexible hours as required.
7. Experience in statistical analysis and ability to use computer applications including word processing and spreadsheets.
8. Current Driver Licence.
9. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Experience in Grant writing applications.
2. Understanding of the Local Government Act.
3. Understanding of Road Safety issues.
4. Good technical knowledge of road design and capabilities.
5. Knowledge of heavy vehicle classifications.