

POSITION TITLE:	Coordinator Corridor Management
POSITION NUMBER:	10746
AWARD:	Level 8
AWARD CLASSIFICATION:	LGA
REPORTS TO:	Manager Infrastructure
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

Coordinate and administer control over road corridors controlled by Central Highlands Regional Council to protect existing infrastructure and ensure current levels of service to existing consumers are not diminished

Coordinate the review of applications from utility companies, transport operators and the general public ensuring compliance with council policies and procedures and issuing permits or defining conditions where required.

Coordinate the assessment of Town Planning development applications and setting of standards and requirements of Council

Identify and resolve problems related to corridor management, undertaking investigations where required.

Ensure that the impact of extraordinary traffic and the resource industries on council roads is minimised or mitigated against.

Compile and collate data to inform Council's future infrastructure requirements within road corridors

KEY RESPONSIBILITIES IN THIS ROLE

1. **Leadership and People Management.** Uphold and demonstrate council's values; promote a whole-of-council approach to problem solving and service delivery excellence.
2. **Applications.** To review applications for various minor works, make recommendations and undertake inspections as required.
3. **Design and Development Standards.** Ensure that application of CMDG standard are relevant to council. Attend CMDG meetings on behalf of council.
4. **Data Collection and Analysis.** Develop and implement programs to collect and collate traffic movement data. Monitor (monthly check) and update traffic count information. Ensure traffic count programs for each area are being carried out.
5. **Addressing.** Ensure addressing with the LGA complies with standards required
6. **Heavy Vehicle Management.** Assess applications through NHVR system and provide appropriate responses in a timely manner
7. **Road Safety.** Identify and investigate road safety issues and undertake speed limit reviews.
8. **Engineering Investigations.** Conduct investigations into engineering issues affecting civil infrastructure assets.
9. **Road Use Management.** Assess, respond to and monitor Road Use Advice notifications.
10. **Development Applications.** Responsible for ensuring all development application assessments, associated operational works and associated compliance matters are in accordance with the applicable engineering standards and assist and/or liaise with other council departments, other sections within Infrastructure and Utilities Department, and external agencies on relevant matters.
11. **Technical Skills and Expertise.** Understand, interpret, administer and comply with relevant legislation and Council policies applicable to the functions within and adjacent to the local government road corridors.
12. **Legislation.** Knowledge of relevant legislation including *Local Government Act and Regulations, Planning Act 2016* and *Land Act 1994*
13. **Information Delivery.** Producing high standard reports, correspondence and advice to internal and external clients relevant to disciplines within the unit.
14. **Enquiry Management.** Liaise with internal and external customers, ensuring queries are escalated appropriately, resolved in a timely fashion and customer expectations are managed.
15. **Stakeholder engagement.** Establishes a reputation for reliance and trust across the spectrum of stakeholders, including other levels of government, councillors, management, peers, fellow workers and the general public.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Thorough knowledge and understanding of the subdivision process and requirements, civil design, construction techniques and standards.
- Extensive experience in the design and construction of infrastructure projects and the application of appropriate Standards and guidelines
- Experience in liaising with and providing advice to various internal and external stakeholders, members of the public, council and others in relation to corridor management and design standards and specifications;
- High level oral and written communication skills including excellent negotiation, conflict resolution and problem-solving skills and the capacity to build and maintain positive relationships;
- Sound knowledge of Policies and Procedures as they apply to road corridor management.
- Knowledge of relevant legislation including Local Government Act and Regulations, Planning Act 2016 and Land Act 1994

Desirable:

- Extensive Local Government managerial and project management experience.
- Knowledge of Capricorn Municipal Development Guidelines
- Experience in investigation of roads and drainage matters.
- Knowledge of geographic information systems

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.
- Civil Engineering Degree or Tertiary qualifications in Engineering

Desirable:

- Registered Professional Engineer of Queensland (RPEQ) or Chartered Professional Engineer (CPEng) with Engineer Australia
- Qualification in Road Safety Audit

KEY SELECTION CRITERIA

1. Tertiary Qualifications in Civil Engineering, or in a relevant field
2. Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve
3. Demonstrated ability to effectively consult and influence internal and external stakeholder to achieve positive outcomes.
4. Demonstrated high level of written and verbal communication skills coupled with exceptional presentation skills.
5. Demonstrated experience with civil design, construction techniques and standards as applied to fit for purpose infrastructure assets.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Criminal history check.
- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's	3

	views on board, accepting new and different ways of working and encouraging others to embrace change.	
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
