

ROAD TRAFFIC AUTHORITY JOB DESCRIPTION

1. POSITION DETAILS

POSITION TITLE: Manager - Regional Traffic Services
WESTERN METROPOLITAN
BUREAU: DIVISION: Traffic Management
BRANCH: Regional Traffic SERVICES SECTION:
Services
OCCUPANT: POSITION NO.: 8017

DEPARTMENTAL CONTACT Tony Fry, General Manager (Traffic)

2. JOB CONTEXT

The Traffic Management Division is accountable for the development, co-ordination and implementation of traffic systems within the State to improve conditions for road users consistent with Government policy directives. This includes safety requirements and the interests of other authorities, road users, Municipal Councils and the Police in the design and implementation of traffic systems. This also involves consideration of the movements of and interaction between pedestrians, cyclists, motor cyclists, private and commercial vehicles and road based public transport. The position of General Manager (Traffic) is the most senior and comprehensive position within the State on traffic management matters and indeed has no direct parallel in other States in terms of its' scope and direct responsibilities.

The primary functions undertaken by the Division are illustrated by the following programs currently being undertaken to achieve the Government's policies. A five year program has been commenced to link and co-ordinate traffic signals in Metropolitan Melbourne as a large scale engineering program. This includes the design and implementation of a central control system to monitor traffic signal operation and traffic movement to improve the flow of metropolitan traffic. An associated program involves emphasis on improvements to the movement of public transport vehicles on the road system, particularly within the Metropolitan area. Other programs undertaken by the Division include the following: Accident Blackspot Treatments where locations of high casualty accident frequency are identified and appropriate countermeasures installed; intersection improvements to reduce road crashes and their severity through improved traffic control systems; pedestrian improvements to reduce pedestrian casualties and improve convenience; traffic signal control and maintenance;

monitoring traffic conditions throughout the arterial road network; developing traffic strategies for the Arterial Road System; planning for traffic system improvements; improving conditions for freight movement; providing advice and directions for improved local area traffic management; traffic sign and linemarking improvement programs and assisting industry in overseas projects. The above work is undertaken in both the metropolitan and rural areas of the State of Victoria. Priorities for these programs are determined by the General Manager through the Divisional Management Group for the approval of the Managing Director.

The subject position is one of three Regional Manager (Metropolitan West, Metropolitan East and Rural) positions reporting directly to the General Manager, Traffic Management Division. Other positions also reporting directly to the General Manager include the Manager of the Strategies and Programs Group, Finance and Administration Group, Drafting Group and Signals Group.

The Regional Manager positions head client-oriented and geographically defined teams carrying out a variety of projects dealing with traffic management. The Regional Managers liaise, and work in conjunction with, the specialist areas of the Division in its central administration. These specialist areas include the Strategies and Programs Group, which formulates and operationalises new and on-going projects in conjunction with the Regional teams and the Finance and Administration Group provides accounting and general clerical support services to the Regional teams. The Drafting Group provides a drawing service for projects across the Regional teams. The Signals Group provides the installation and maintenance of traffic signals in the Regional teams. In addition, signal co-ordination work is carried out by this Group. Co-ordination of all these functions will occur at the Divisional Management Group level, of which these positions are part.

3. POSITION OBJECTIVE(S)

Co-ordinate the investigation of traffic problems in the region to ensure that worthwhile improvement projects are identified and that the concerns of all road user groups and affected parties are adequately considered.

Develop and review procedures to ensure that the Division's services to Municipalities are delivered in a timely manner and to a high standard.

4. DUTY STATEMENT

Manage a group of engineers, technical officers and support staff for the effective and efficient performance of: traffic investigations; assessment, approval and design of traffic control devices and treatments; and implementation of approved programs of traffic improvements involving funds administered by the Authority.

Co-ordinate the preparation of works programs within the region including the nomination of priorities for the allocation of funds.

Schedule available investigatory resources so that lists of candidate projects are identified, assessed and designed in consultation with appropriate authorities sufficiently in advance to enable program implementation targets to be achieved.

Monitor progress with the implementation of projects funded through the Traffic Facilities Program to ensure that program quality and quantity targets are achieved and corrective action is taken where performance falls short of targets.

Contribute to development of guidelines for design and installation of Major Traffic Control Items and other traffic treatments.

Co-ordinate the preparation of route and area operational strategies within the region involving technical input from other groups within the Division as a basis for negotiating agreements with external parties such as Municipalities.

Negotiate with representatives of external parties to ensure consideration of their needs and requirements and to convince them of the merits of traffic improvements identified and designed by the regional group.

Confer with other Managers in the Division to ensure that regional needs are considered in the preparation of standards and guidelines, the development of forward programs and the allocation of staff resources between groups.

Provide leadership and guidance to staff within the regional group to ensure their adequate training, development and deployment to the achievement of the Division's objectives.

Represent the regional group on the Divisional Management Group.

Manage the preparation of written responses to parliamentary questions, correspondence from the public and other agencies and briefing papers for the Minister on matters related to traffic issues and improvement programs in the region.

Convene liaison committees involving other agencies and representative groups established to assist in the implementation of programs and major traffic safety and management projects in the region.

Engage external assistance within delegated approvals where needed to ensure that program targets for the region are met.

Represent the Authority at meetings involving Members of Parliament, community representatives and government officials to discuss and resolve issues related to the operation of the road network.

Be responsible for the maintenance of a register of approvals issued for Major Traffic Control Items.

Ensure that approvals and layouts designs issued by regional staff are within agreed guidelines and safety strategic objectives established for the road network.

5. PERSON SPECIFICATION

5.1 SUMMARY OF DUTIES

Manage a group of regional traffic engineers and technical support staff; provide traffic safety and management services to municipalities and other state authorities in the region; monitor the progress of programs and projects funded by the Authority in the region and recommend appropriate action where program targets are not being met; represent the Authority in the negotiation of treatments to alleviate traffic safety and management problems in the region; contribute a high degree of technical expertise to the Divisional Management Group in relation to the development of procedures and identification of client needs.

5.2 SUMMARY OF QUALIFICATIONS

Mandatory: tertiary qualifications with eligibility of admission to Membership of the Institution of Engineers (Australia) or equivalent.

Desirable: post-graduate qualifications in traffic engineering or a related discipline and a minimum of 10 years experience in a traffic/transport management position; sound oral and written communication skills, including proven ability to liaise and negotiate effectively with senior managers in local government and other agencies; good knowledge of local government administration; extensive management experience, including the ability to effectively co-ordinate the work of project teams;

5.3 KEY SELECTION CRITERIA

1. Appropriate qualifications in engineering or related discipline.
2. Extensive experience in effectively managing technical groups and co-ordinating project teams.
3. Sound written and oral communication skills, including proven ability to negotiate and resolve conflicting objectives.
4. Experience in the design and implementation of traffic management treatments;
5. Good knowledge of local government administration.

5.4 OTHER RELEVANT KNOWLEDGE, SKILLS AND EXPERIENCE

The incumbent of the position must be able to show technical leadership and be willing to contribute to the promotion of the Authority's image throughout the region. Personal presentation and bearing are seen as key factors in successfully filling the position.

5.5 JOB DEMANDS

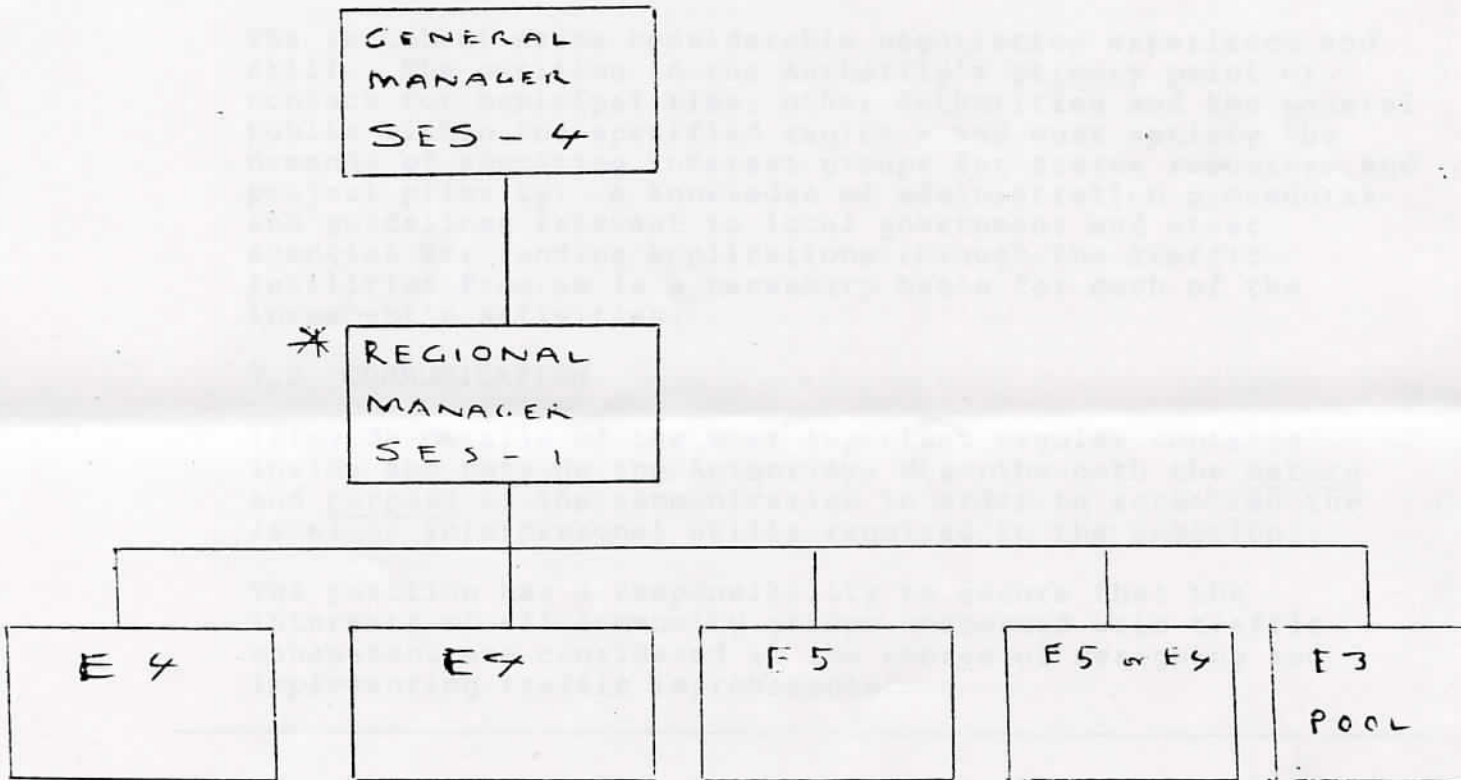
The position is based in Melbourne (3 Prospect Hill Road, Camberwell). The appointee will be required to attend meetings outside normal business hours particularly in dealing with Municipalities outside the Metropolitan area. A car is provided for work related travel and attendance at meetings with external parties. Visits to Municipalities may require trips extending over several days away from the Camberwell office.

6. ORGANISATION CHARTS

6.1 CHART OF SECTION

6.2 CHART OF BRANCH

REGIONAL GROUP - REPORTING RELATIONSHIPS.



* SUBJECT POSITION.

7. JOB DATA

7.1 KNOWLEDGE AND SKILL

(Provide details of the education, training and work experience, including the breadth and depth of experience necessary to perform the duties; explain why this level of knowledge/experience is necessary by indicating how it will be applied).

The position of regional Manager has delegated powers for the approval of major Traffic control Items and other traffic treatments. The incumbent, acting with considerable autonomy in his/her region, manages a group of traffic engineers and technical support staff; implements, and monitors a variety of traffic programs, and represents the Authority in negotiations with local government and other authorities.

In order to effectively deal with traffic engineering issues the incumbent requires tertiary qualifications in engineering (with eligibility for admission to membership of the Institution of Engineers of Australia) or equivalent. Post graduate qualifications in traffic engineering and a minimum of 10 years in a traffic management position would assist the incumbent in carrying out the managerial and technical decision making that is expected of the position.

The incumbent needs considerable negotiation experience and skill. The position is the Authority's primary point of contact for Municipalities, other Authorities and the general public within the specified region - and must satisfy the demands of competing interest groups for scarce resources and project priority. A knowledge of administration procedures and guidelines relevant to local government and other agencies for funding applications through the Traffic Facilities Program is a necessary basis for much of the incumbent's activities.

7.2 COMMUNICATION

(Provide details of the most important regular contacts inside and outside the Authority; describe both the nature and purpose of the communication in order to establish the level of interpersonal skills required in the position).

The position has a responsibility to ensure that the interests of all community groups concerned with traffic management are considered in the course of designing and implementing traffic improvements.

The position is the Authority's primary contact for municipalities, other Authorities and the general public. The incumbent needs to be able to provide, and to communicate advice to clients. The advice, in many cases, will be a binding commitment on behalf of the Authority. It is expected that the incumbent will have the ability to win the respect of clients in his/her region; sound communication and negotiation skills contribute to this end.

The position provides a leadership role and deals face to face, on a daily basis, with engineers, technical officers and support staff in the regional team. Sound communication skills (both written and oral) are expected of the incumbent in order to establish standards of communication that are a high order and which will be emulated at less senior levels.

7.3 TASK DEFINITION

(How clearly defined is the position's role? To what extent do the position objectives/directions assist the incumbent in making decisions or restrict the actions/decision of the incumbent?)

The duties of the Regional Manager position are defined within the overall objectives of the Traffic Management Division which, among other matters, seek to provide an effective and efficient client oriented service within a specified geographical region. However, the incumbent is given considerable autonomy and is expected to be involved in the on-going review of operating policy and procedures, including changes to his/her own duties in line with providing an efficient and effective client oriented service.

Considerable discretion is allowed for the incumbent to establish the most efficient and effective ways of co-ordinating the daily operation of the regional team. The incumbent allocates funding priorities within a total allocated budget for the projects within his/her region. A number of delegation powers are provided to the position, including the approval of major traffic control items and other traffic treatment to ensure that relevant guidelines are followed by local government. The exercise of the delegations ensure the incumbent flexibility in how he/she handles day to day responsibilities.

7.4 REASONING/JUDGEMENT

(What are the problems/challenges associated with this position; - What are the major decisions taken by the incumbent, what factors influence decisions and what guidance/assistance is available in reaching decisions?)

Critical decisions taken by the incumbent cover the development, co-ordination and implementation of traffic improvements to ensure safe, efficient and equitable use of the road system. Within a limited total budget and competing projects the incumbent is expected to decide on project priority and implementation of time tables that do justice to the objectives of the Authority in providing the most cost effective and efficient service. In deciding the priorities the incumbent will often have to negotiate with competing clients and exercise judgement in deciding which client should be given preference for services. The incumbent needs to have an extensive knowledge of engineering issues associated with each project, costing procedures (including forward projections) and an appreciation of the human resources needed to carry out individual projects relative to the available resources to perform such work.

More complex issues that go beyond the regional boundaries may be referred to the General Manager or Divisional Management Group for guidance and/or decision.

7.5 ACCOUNTABILITY

(What is the position primarily held to account for; what authority does the position have to make decisions; what degree of independence does the incumbent have in the achievement of position objectives?)

The position is accountable for the effective management of a group of engineers, technical officers and support staff and has the task of delivering the Division's range of services to municipalities within a specified regional area. The services for which the position is accountable include technical advice in relation to the development of traffic improvements for the region, identification of traffic improvement needs, advice to municipalities on the availability of funds to implement the improvements, exercise of the Authority's approval powers in relation to traffic control items and layout design of traffic treatments, negotiations of agreements with highway Authorities regarding traffic treatments and responsibility for the development of traffic operational strategies besides groups and areas.

7.6 INVOLVEMENT IN DECISION MAKING

(What role does the incumbent play in making decisions and what involvement does the supervisor have in the decision making process?)

The position of Regional Manager reports directly to the Traffic Management Division's General Manager. As the General Manager position has a broad span of control over positions that report directly to it, the incumbent's available time does not permit the close scrutiny of the work of the Regional Manager; the Regional Manager position, is, through delegated authority, allowed considerable autonomy in its operational responsibility. Decisions on work priorities and agreement reached by this position with client group will generally be binding on the Division. However, decision making ability of the Regional Manager is limited by his/her absence of control over the total funding levels approved for the specified region and the impact of Authority policies and inter-regional project considerations that may override some of the decisions of the Regional Manager.

7.7 DUTIES OF SUBORDINATES

Specify the number and type of subordinates and briefly describe the major responsibilities of each position reporting directly to the incumbent of this position.

The position of Regional Manager is supported by a team of engineers, technical officers and support staff. Subordinate positions provide flexible work pools that can be employed on a project basis to carry out the greater part of an individual traffic management project.

Specialist areas of research, signals installation and drafting remain outside of the specific regional team.

Job Description prepared by

Approved by

Date

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